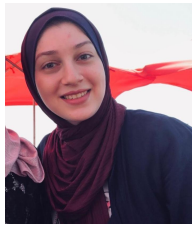


PERSONAL INFORMATION



Lara Abu Khatro

📍 Al-Shifaa street, Gaza strip, Palestine, 970999 Gaza (Palestinian Territories)

☎ +9725099064004

✉ laraayman89@gmail.com

Sex Female | Date of birth 18 Jul 1996 | Nationality Palestinian (Palestinian Territories)

WORK EXPERIENCE

01/09/2016–Present

Arabic-English Freelance Translator

Self-employed, Gaza (Palestinian Territories)

- Translating texts and documents from English to Arabic and vice versa.
- Subtitling videos, movies, and variety of programs using Adobe Premiere.
- Formatting projects to be sent to clients.
- Proofreading and editing articles and journals to be published.
- Excellent command of written and spoken English and Arabic.
- Good communication in both spoken and written English, including ability to draft/edit a variety of written reports and other studies.

03/07/2017–03/08/2017

Technical Translator

Envato Tuts+

<https://getnative.me/user/8125>

Translating technical articles from English to Arabic.

<https://getnative.me/project/8111/ar>

<https://getnative.me/project/3143/ar>

<https://getnative.me/project/7048/ar>

08/04/2017–Present

TED

Volunteer translator

- Creating Arabic subtitles for videos.
- Making review for some videos.
- Communicating with a number of translators.

06/01/2019–Present

Volunteer Translator

TranslatorsWithoutBorders

- contributing to translate large projects with teams.
- Editing translated files.

EDUCATION AND TRAINING

01/09/2014–18/05/2019

BA in Arabic/English Translation

Al-Azhar University of Gaza (AUG), Gaza (Palestinian Territories)

General

- English language, literature, linguistics, translation, writing, phonetics, grammar, reading and conversation.

Occupational

- Translating from English to Arabic and vice versa perfectly.
- Excellent English grammar skills.

01/04/2017–02/05/2018

Trainee

Gaza Community Mental Health Programme, Gaza (Autonomous Palestinian Territories)

- Translating articles and files related psychological field and others..
- Translating and reviewing general articles from English to Arabic and vice versa
- Making transcription to some audio clips
- Writing reports and plans
- Sending emails
- Learning how to use Excel and Word and how to make formats and tables
- Data entry

06/07/2017–05/08/2017

Freelance & General Translation

Al-Raed Center, Gaza (Palestinian Territories)

- Using translation programmes to have good translation.
- Communicating with many companies around the world.
- Learning how to translate different texts and topics in an excellent way.
- Developing my translation skills.

01/09/2013–25/07/2014

High School Certificate "Tawjehe"

Basheer Al Rayyes High School, Gaza (Palestinian Territories)

Humanitarian Stream

- History, Geography, Contemporary Issues, Economics and Administration.
- General
- Religion, English, Arabic and Maths.

02/03/2014–03/04/2016

Translator and Editor

Kanaan Institution, Gaza (Autonomous Palestinian Territories)

- Translating documents from En > Ar and the opposite.
- Developing and improving my skills specially translation and subtitling.
- Editing and revising the translated files.
- Attending different workshops to learn new skills.
- Working in Data Entry.

01/02/2015–02/05/2015

Media & Legal translation Course

Al-Mamoun For Translation

- Enhancing the media and legal vocabulary.
- Training on how to translate paragraphs from English to Arabic and vice versa.
- Understanding the rules and secrets of the Arabic and English languages.
- Identifying and understanding the terms of media and legal translation accurately.

17/11/2015–17/12/2015

Listening and Speaking Course

Accent Center, Gaza (Palestinian Territories)

- Discussing various topics in English to enhance speaking skills.
- Learning how to make presentations and other public speaking skills.

- 20/07/2017–12/09/2017 **Simultaneous Interpretation Course**
Arab Center, Gaza (Palestinian Territories)
- Training on interpreting through audio clips in variety of topics.
 - Translating texts from Arabic to English and vice versa.
- 15/12/2018–30/07/2019 **GoLance Translation Training**
BTI, Gaza (Palestine)
- Technical Training
 - Freelancing Training
 - Attending several translation courses
 - Attending workshops related to subtitling and translation
- 02/02/2019–24/03/2019 **English Writing Skills**
Edrak Platform
- It helped me how to form my ideas in English.
 - Learning how to write an email, essay, and speech.
- 30/03/2019–12/04/2019 **Digital Marketing: Digital Skills**
FutureLearn
- I have learnt what digital marketing campaigns and strategies are and why they are important.
 - The different DM techniques: PPC, SEO, email marketing, and banner advertising.
 - How the DM techniques can be used together to increase the success of the DM. campaign.<https://www.futurelearn.com/certificates/l85xa33>
- 08/04/2019–07/05/2019 **Digital Skills: Social Media**
FutureLearn
- The journey to create a social media presence for my brand.
 - Different social media channels and some top tips for getting started.
 - The importance of measuring the success of my social media efforts, and how I can do this.
 - <https://www.futurelearn.com/certificates/7vb37mv>
- 21/06/2019–17/07/2019 **Digital Skills: Grow your career**
FutureLearn (United Kingdom)
- The meaning of 'digital'.
 - Introduction to key digital technologies that are impacting the way we work.
 - Changing workplace dynamics due to digital technologies.
 - Considerations around digital strategy when promoting your business.
 - Key skills required in a digital age.
 - Ways of showcasing your skills to attract. employers<https://www.futurelearn.com/certificates/mvinu49>

PERSONAL SKILLS

Mother tongue(s) Arabic

Foreign language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
 Common European Framework of Reference for Languages

- Communication skills**
- Speaking in public or to groups.
 - Excellent presentation and negotiation skills gained during my BA.
 - Working as a team.
 - Having knowledge of the body language.
 - Empathic listener and persuasive speaker gained through working as a translator.

- Organisational / managerial skills**
- Focus oriented.
 - Time management.
 - Successfully working to match strict deadlines.
 - Organised and prioritized personal schedule.
 - Self-motivation, organization and discipline.
 - Good computer and keyboarding skills.
 - Problem-solving skills.
 - The scholastic ability to earn a degree or certification.

- Job-related skills**
- Typing fast on keyboard.
 - Available 24 hours a day to any translation project.
 - Ability to work under pressure.
 - Interpreting and translating any text of any kind from Arabic to English and vice versa.
 - Match the needs of all clients.

Digital skills					SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem-solving					
Proficient user	Proficient user	Proficient user	Proficient user	Proficient user					

Digital skills - Self-assessment grid

Digital Skills

- Professional user of Microsoft Office.
- Touch typing speed 47 word per minute.
- Converting file formats.
- Branding myself.

ADDITIONAL INFORMATION

- DTP Tools**
- Microsoft: Word - Excel - PowerPoint - Access - Project 2010
 - Foxit Phantom PDF 8.1
 - Adobe Photoshop CS5

- CAT Tools**
- SDL Trados Studio 2009 SP3

- Kilgray MemoQ 2013 R2

References

- References are available upon request