

Fatma M. A. Awad

Professional Freelance Arabic↔English Translator • Proofreader • Editor • Subtitler • Transcriber • Copywriter • Content Writer • Voice-Over Artist • Data Entry

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Professional Summary

Results-driven freelance Arabic↔English translator and language services professional with 4+ years of experience delivering high-quality translations, proofreading, editing, subtitling, transcription, SEO content, and voice-over services to online clients. Proficient in CAT tools, subtitling and audio software, and CMS platforms, with a strong focus on accuracy, cultural nuance, deadlines, and client satisfaction in remote freelance environments.

Core Competencies

- Arabic ↔ English Translation • Proofreading • Editing • MT Post-editing
 - Subtitling (SRT/ASS) • Transcription • Voice-over Recording • Dubbing
 - SEO Content Writing • Copywriting • Content Strategy • WordPress & Yoast
 - CAT Tools: MateCat • SDL Trados • Kilgray MemoQ
 - Subtitling & Audio Tools: Subtitle Edit • Aegisub • Audacity • KineMaster • Camtasia
 - Productivity & Collaboration: Microsoft Office • Google Docs/Sheets • Google Drive • Zoom/Google Meet
 - Data Entry • Paraphrasing • Research • Summaries • Teaching/Tutoring
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Professional Experience: Freelance

Arabic↔English Translator, Self-employed / Freelance

Sep 2021 – Present

- Translate a wide range of content including articles, documents, websites, academic texts, and general business materials.
- Ensure linguistic accuracy, cultural relevance, and consistency using CAT tools (SDL Trados, MateCat, MemoQ).
- Perform MT post-editing to improve machine-translated output to human-quality standards.
- Meet strict deadlines while maintaining high quality for international clients.

Proofreader & Editor \ Self-employed / Freelance

Sep 2022 – Present

- Proofread and edit Arabic and English texts for grammar, spelling, punctuation, clarity, and style.
- Review translated content to ensure fidelity to source text and natural target-language flow.
- Apply client style guides and formatting requirements for publication-ready delivery.

Subtiter & Transcriber \ Self-employed / Freelance

Sep 2025 – Present

- Create accurate transcriptions and time-coded subtitles (SRT/ASS) for video and audio content.
- Ensure subtitle synchronization, readability, and localization using Subtitle Edit and Aegisub.
- Handle diverse media formats and deliver platform-ready files.

SEO Content Writer & Copywriter \ Self-employed / Freelance

Dec 2025 – Present

- Write SEO-optimized articles, blog posts, and marketing copy aligned with keyword research and content briefs.
- Optimize on-page SEO elements including headings, meta descriptions, and internal linking using Yoast SEO.
- Publish and format content in WordPress while maintaining brand tone and audience engagement.

Voice-Over & Dubbing Artist \ Self-employed / Freelance

Oct 2025 – Present

- Record professional Arabic and English voice-over content for videos, presentations, and educational materials.
- Edit and enhance audio quality using Audacity and integrate voice tracks into video projects.

Tools & Software

CAT & Translation: MateCat, SDL Trados, Kilgray MemoQ

Subtitling & Transcription: Subtitle Edit, Aegisub, Format Factory

Audio/Video: Audacity, KineMaster, Camtasia

Productivity & CMS: Microsoft Office, Google Docs/Sheets/Drive, Zoom, Google Meet, WordPress, Yoast SEO

Design & Presentation: Canva

Languages

Arabic — Native

English — Professional working proficiency

Education

B.A. in English Literature Translation — Islamic University of Gaza (IUG)
Sep 2021 – Oct 2025

GPA: 85.65%