

SUZAN N. M. SHALAYEL

Gaza, Palestine | WhatsApp: +970 59 208 1389

Email: Suzanshalayel40@gmail.com | Languages: Arabic (Native), English (Professional)

PROFESSIONAL SUMMARY

Bilingual Arabic–English Language Specialist and Medical Professional with 4+ years of experience in translation, localization, and radiology. Expert at bridging the gap between clinical healthcare and linguistic precision. Proficient in CAT tools and multimedia software, delivering high-accuracy medical, technical, and SEO-optimized content for global clients.

CORE COMPETENCIES

- **Specialized Translation:** Medical & Technical Translation, MT Post-editing, Healthcare Localization.
 - **Linguistic Services:** Proofreading, Copyediting, Style & Tone Adaptation, Transcription.
 - **Digital Content:** SEO Content Writing, Product Descriptions, Landing Pages, YouTube Scripting.
 - **Multimedia:** Subtitling (SRT/ASS), Voice-Over & Dubbing, Audio Editing (Audacity workflow).
 - **Administrative:** Data Entry, Research, Resume & LinkedIn Profile Writing, Paraphrasing.
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TECHNICAL TOOLKIT

- **CAT Tools:** Kilgray memoQ, MateCat.
 - **Multimedia:** Subtitle Edit, Format Factory, Audacity, Canva.
 - **Productivity:** Microsoft Office Suite, Google Workspace, Zoom, Google Meet.
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PROFESSIONAL EXPERIENCE

Arabic ⇄ English Translator & Editor | *Self-Employed* | August 2022 – Present

- Translate complex medical reports, technical manuals, and marketing collateral with an emphasis on clinical accuracy and cultural nuance.
- Utilize **memoQ** and **MateCat** for terminology management to ensure consistency and accelerated turnaround.
- Developed a standardized style sheet that reduced revision rounds by 30% for recurring international clients.

CT Radiographer / X-ray Technician | *Al-Shifa Medical Complex & Indonesian Hospital* | May 2020 – Present

- Operate advanced radiographic equipment (CT/Panoramic X-ray) ensuring patient safety and high-quality imaging.
- Collaborate with multidisciplinary medical teams, providing a foundation for high-level medical translation work.

SEO Content Writer & Subtitled | *Self-Employed* | **February 2026 – Present**

- Produce SEO-optimized blog posts and product descriptions that increase organic visibility and Click-Through Rates (CTR).
- Create time-coded subtitles (SRT) for educational and training videos, ensuring accessible reading speeds for Arabic audiences.

Medical Tutor & Instructor | *Self-Employed* | **February 2021 – Present**

- Instruct students and junior technicians on practical and theoretical medical imaging topics.
- Prepare comprehensive course materials and assessments, sharpening my ability to simplify complex medical data.

Voice-Over & Dubbing Artist | *Self-Employed* | **February 2026 – Present**

- Record broadcast-ready Arabic and English voice tracks for e-learning and advertisements.
- Perform noise reduction and audio mastering using **Audacity**.

EDUCATION & CERTIFICATIONS

- **B.Sc. in Radiology** | Al-Azhar University of Gaza | **2017 – 2021** (GPA: 87.6%)
- **Freelance Translation Certification** | Daleel Center for Training & Development | **2026**
- **TOEFL Preparation Certification** | Smart Way Center | **2021**

PROFESSIONAL ATTRIBUTES

- **Clinical Subject Matter Expertise:** Deep knowledge of medical imaging, anatomy, and pathology terminology.
- **Reliability:** Proven record of meeting strict deadlines as a remote contractor.
- **Precision:** Detail-oriented approach to linguistic quality assurance and technical documentation.