

FATIMAH MUSHRIB

fatimahmushrib@outlook.com
Khobar, Saudi Arabia
0530036510

SUMMARY

A graduate in English Language and Translation, seeking a position in language services, content editing, or administration where I can apply my organizational, technical, and communication skills. I aim to leverage my academic background in translation and editing to grow within a professional environment that values precision, productivity, and collaboration.

EDUCATION

Saudi Electronic University — Dammam
Aug 2021 – May 2025

Bachelor's Degree in English Language Translation

- Studied translation theory, linguistics, and academic writing
- Participated in projects requiring accuracy under tight deadlines
- Developed strong attention to detail and document handling

SKILLS

- Strong organizational and time management abilities
- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Skilled in handling emails, scheduling, reports, and documentation
- Experienced in Arabic-English and English-Arabic translation
- Proficient in proofreading and editing in both Arabic and English
- Familiar with Computer-Assisted Translation (CAT) tools:
 - SDL Trados, MemoQ, Wordfast
- Academic and formal writing in English
- Knowledgeable in using AI tools to enhance productivity
- Quick learner, adaptable to various work systems and environments
- Strong teamwork and problem-solving skills in administrative and language-related tasks