# Sirine El Farroudji

Translator, Transcriber & Copyrighter

I am an ambitious girl who has a professional career in different fields mainly in translation, transcription and Copywriting. My willingness to improve and create qualitative work gives me the desire to grasp every opportunity that I encounter.

## Work History

**2019-01 - Current**

### Freelance Translator

*Self-employed, Perugia, PG*

- Multilingual translation: **French-Arabic-Italian-English**
- Proofreading and PET
- Audio and video transcription in: Arabic, French and Italian.
- Used CAT tool, including *SDL Trados* and *memoQ* for translation and to verify consistency of translation within documents and improve efficiency.
- Managed finished works and version edits for comprehensive record of each file.

**Recent projects:**

**July - October 2020**

- Live calls recording and transcription for **Mab Media USA**.

**February - December 2019**

- Audio Transcription for **Nielson**

**2020-04 - Current**

### Remote Customer Servicer Agent

*Acticoco*

- Evaluated customer information to explore issues, develop potential solutions and maintain high-quality service.
- Recommended products to customers and suggested other options if preferred product was unavailable.
- Provided primary customer support to internal and external customers in fast-paced environment.

**2018-07 -**

### Italian Language Teacher

## Contact


**Address**

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**Phone**

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**WWW**

https://www.proz.com/profile/2798143


## Skills

- Microsoft Office
- SDL Trados
- Proofreading skills
- Cultural expertise
- Project organization
- Customer Relations

## Languages

- French
- Arabic
- Italian

**2018-10**

*AIESEC in Algeria, Blida*

- Employed diverse teaching approaches to help students of all abilities understand material.
- Delivered 10 hours per week of classroom lectures, instructing over 25 students per semester in Italian language.
- Created and executed various daily assignments to prepare 25 students for final exam.
- Facilitated positive learning environment by using enthusiastic and energetic instructional strategies and consistent classroom management.

## Education

**2019-10 - Current**

### M.D.: Italian Language Linguistics And Teaching

*University For Foreigner Of Perugia - Perugia, Italy*

**2015-09 - 2019-06**

### Bachelor of Arts: Italian Literature

*Ali Lounici University - Blida, Algeria*

- Majored in Literature, translation studies

## Interests

Traveling and cultures

Reading novels

Cinema & film

English