

# Redouane Diba

Translator

## Contact

### Address

Agadir Morocco

### Phone

+212 620 97 33 92

### E-mail

redouanediba@gmail.com

## Skills

### Subtitling



### Proofreading



### Editing



### Transcribing



### Trados Studio



### CAT tools



### MS Office



### Social Media Skills



### Cultural expertise



Result-oriented translator with a proven track record of translation from and into Arabic, English, and French. I have been involving in translation for nearly 4 years, successfully completing tons of documents ranging from legal, literary, scientific, medical, banking, business, UN and NGO-related documents to contract, agreements, certificates, transcripts, and diplomas in a variety of fields.

## Work History

2022-02 -

Current

### Freelance Translator

for **'Ulatus'**

- Translated documents from English and Arabic into English and Arabic.
- Carried out proofreading, editing and translation reviewing tasks.
- Reviewing/correcting applicants' works
- Replicated flow, style, and overall meaning of original texts.
- Applied cultural understanding to discern specific meanings beyond literal written words.
- Reviewed final works to spot and correct errors in punctuation, grammar, and translation.
- Researched cultural etiquette and specific use of slang words.
- Created detailed reports on accuracy of translated documents.
- Maintained message content, tone, and emotion as closely as possible.
- Maximized quality control of translated documents.
- Stayed current on new expressions and cultural changes impacting language translation.

2022 &

2023

### Project Translator

for **'Cabinet of Brahim Benyahia for translation services' (state-approved)**, Agadir

- Collaborated with a sworn translator on several projects  
Working in a hybrid way to mthe best results
- Worked on official documents (long divorce judgments, bank and marriage certificates...)
- Maintained energy and enthusiasm in fast-paced

Attention to Detail

Excellent

Teamwork and  
Collaboration

Excellent

Self-Motivated

Excellent

## Languages

Arabic

Excellent

English

Excellent

French

Good

2022-01 -  
Current

### Volunteer Translator

for '**Solidarités internationale**' (NGO)

- Doing translation and translation-related tasks from French into English.
- Reviewed final works to spot and correct errors in punctuation, grammar, and translation.
- Replicated flow, style, and overall meaning of original texts.
- Proofread, edited and improved documents of different sizes.

2021-09 -  
2021-10

### Trainee Translator

For '**Office of Mr. Ottman Boutrig for translation services**' (**approved by the state**), Agadir

- Worked under the supervision of a sworn translator with +15 years of professional experience.
- Translated official documents from Arabic, English and French into Arabic and English.
- Worked with other translators to facilitate real time conversations.
- Researched cultural etiquette and specific use of slang words.
- Developed and maintained glossary of technical terms.
- Reviewed, edited and proofread translated documents for accuracy.
- Completed precise translations of official documents with correct words and phrasing to meet legal standards.

2021-05 -  
2021-07

### Translator Intern

for '**Office of Mr. Ottman Boutrig for translation services**' (**approved by the state**), Agadir

- Trained under the supervision of a sworn translator with +15 years of professional

experience.

- Translated official documents from Arabic, English and French into Arabic and English.
- Translating a wide range of official documents (marriage certificates, divorce judgments, school certificates, power of attorneys, lease contracts...).
- Conducted research, gathered information from multiple sources and presented results.
- Carried out day-to-day duties accurately and efficiently.
- Used coordination and planning skills to achieve results according to schedule.
- Replicated flow, style, and overall meaning of original texts.
- Reviewed final work to spot and correct errors in punctuation, grammar and translation.

2022

### **Associate Translator**

*for Two sworn translators (approved by the state)*

- Took a part in a translation team to complete a number of sub-assigned tasks in a number of fields, e.g., statistics, agreements.
- Participated in team-building activities to enhance working relationships.

---

## **Education**

---

2015-09 -  
2017-06

### **Associate of Arts: English Language And Literature**

*Faculty of Arts & Humanities -University Ibn Zohr - Agadir, Morocco*

2015-09 -  
2018-06

### **Bachelor of Arts: English Literature**

*Faculty of Arts & Humanities -University Ibn Zohr - Agadir, Morocco*

2019-09 -  
2021-10

### **MA/Diploma of Translator: Arabic-English-French: Language Interpretation And Translation**

*King Fahd School of Translation - Tangier, Morocco*

- **Courses:** Journalistic translation, legal translation, financial translation, medical translation, literary

translation, Interpretation, Translation Studies, Economics, Law, Subtitling, Dubbing...

- **Thesis:** Quality- Assessment of Scientific English-Arabic Translation: A Corpus Study of Nature Journal and its Arabic Version
- Awarded Certificate of Participation (as a Translator and Organizer) in the International Congress of Information Industry and Communication (12/2019)

---

## Accomplishments

---

- Collaborated with team of 20 in the translation of the program document of the International Congress of Information Industry and Communication organized in Tangier (2019).
- MA Thesis's Translation Project (03/2021 - 07/2021): Translating a part from president Joe Biden's political memoir Promise Me, Dad: A Year of Hope, Hardship, and Purpose
- Worked in online and in-person environments efficiently
- Resolved product issue through consumer testing.

---

## Certifications

---

Certificate in IT

Certificate in French Language

Certificate in Accounting