

Reef alqabbani

Riyadh, Saudi Arabia • (966)534402850.

Summary

Ambitious and highly motivated graduate with a bachelor's degree in English Language and Literature from Imam Mohammad bin Saud Islamic University, Riyadh. Expected to graduate in 2025 with First-Class Honors. Skilled in translation, linguistic analysis, and content editing. Strong command of Arabic and English, complemented by academic and extracurricular experience in translation tools, proofreading, and volunteering. Committed to contributing expertise in communication, problem-solving, and language proficiency to achieve organizational success.

Education

Bachelor's in English Language and Literature | Imam Mohammad bin Saud Islamic University, Riyadh
GPA: 4.57/5.00 | Expected Graduation: 2025 •**Achieving -Class Honors** (expected).

Skills Gained from My Major:

- Conveying meaning from one language to another while avoiding literal translation.
- Utilizing translation programs and tools such as CAT Tools.
- Editing and proofreading texts.
- Translating texts, audio recordings, and video clips.
- Referring to translation resources such as dictionaries, glossaries, search engines, and books to ensure translation quality.
- Reviewing translated texts for language, grammar, spelling, and punctuation accuracy.

Volunteering

- Volunteered at the university's **Multilingual club** for one semester.
- Volunteered at the university for three days during a **Red Crescent First Aid Course**.

Certifications and Training

1. **English for IT 1** Provided by Cisco Networking Academy in collaboration with OpenEDG. | April 16, 2024.

Key Skills Acquired:

- Mastery of grammatical structures such as passive voice and tenses.
- Enhanced comprehension of IT-related terminology and communication techniques.

2. (**Art of Public Relations**) | Imam Mohammad bin Saud Islamic University. | 3 hours | 07-06-1445 H.

3. The Use of Artificial Intelligence Tools in Literary | Imam Mohammad bin Saud Islamic University.

10 hours | 19-05-1445 H.

Skills

Translation and Linguistic Analysis | Content Editing and Proofreading | Proficiency in Arabic and English | Knowledge of IT Terminology and Communication | Mastery of Grammatical Structures | Use of Artificial Intelligence Tools in Literature | Public Relations Skills | Problem-solving and Analytical Thinking | Strong Communication Skills | Attention to Detail | Adaptability and Quick Learning | Time Management and Organization

Languages

Arabic /Native

English /Fluent