Shahad Al-Essa

Translator | Creative Writer | Proofreader

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PROFESSIONAL SUMMARY

• Highly motivated and results-driven professional specializing in translation, content writing, and copywriting.
• Demonstrated academic excellence with a GPA of 4.5 and a Second Class of Honor, enrolled in Talented Students Unit.
• Awarded first place in the Human Capital Hackathon for outstanding problem-solving and teamwork.
• Skilled in managing content creation, translation tasks, and client communication.
• Proficient in using CAT Tools, Microsoft Office, and social media platforms for engaging digital content.

PROFESSIONAL EDUCATION

Bachelor's Degree in English language and Its Translation   GPA: 4.5   **2021 – 2025**
Imam Mohammed Ibn Saud Islamic University

PROFESSIONAL EXPERIENCE

Part-Time Public Relations Specialist   **July 2024 – Present**
[Hackathonat | هاكاثونات](#)

● Managed social media accounts, ensuring consistent and engaging content across platforms.
● Developed copywriting materials for promotional content, event announcements, and community updates
● Collaborated effectively with team members to execute strategic public relations campaigns and maintain brand voice.
● Engaged with potential clients and event participants, fostering relationships to enhance community involvement.

VOLUNTEER EXPERIENCE

Business Administration Club at IMSIU
Vice Head of Media Section & Proofreader   **Mar 2024 – Present**
• Practiced copywriting and editing skills to ensure high-quality content.
• Managed three units: Content Writing, Marketing, and Media Coverage.
• Supervised content creation and marketing strategies to increase club visibility.
• Oversaw media coverage for events and initiatives, ensuring timely and accurate reporting.

AREAS OF EXPERTISE

● Translation AR<>EN
● Content Writing and Copywriting
● Proofreading

● Marketing and Communication
● Social Media Management
● Client Relations

TECHNOLOGIES

CAT Tools (MateCAT, SmartCAT, Trados), Microsoft Office, familiar with multiple AI tools

CERTIFICATIONS

Using AI Tools in Literary Translation	**Dec 2023**
Translation Mentorship Program – The Literature, Publishing, and Translation Commission	**Feb 2024**
Basic Skills of Leadership and Entrepreneurship Program	**Mar 2024**
Creating Spreadsheets by Using Excel Microsoft	**May 2024**
Programming by Python Language Program	**Dec 2024**

AWARDS

First-Place Winner at Human Capital Hackathon by **Emdad Al Khebrat**	**Dec 2023**
Third-Place Winner at Translation Contest by **College of Languages and Translation IMISIU**	**Oct 2024**