

Reem Sultan Alawjaan

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Riyadh, SA

OBJECTIVE

Highly motivated English Language and Translation student. Detail-oriented, highly organized, and strong analytical and critical thinking skills. I am seeking co-op training opportunities that will allow me to gain practical experience, develop professional competencies, and contribute effectively to team goals. I am committed to pursuing personal growth and advancing my career development.

Skills

Hard Skills

- Microsoft office skills (Word, Excel, PowerPoint, Outlook)
- Computer Assisted Translation Tools (CAT, SDL Trados, MemoQ)
- Audio Visual Translation (subtitling and video localization)
- Translating EN-AR / AR-EN

Soft Skills

- Problem solving
- Adaptability
- Teamwork
- Research skills
- Critical thinking

EDUCATION

Bachelor's Degree in Language and Translation, 2021-2025

Al-Imam Mohammad Ibn Saud Islamic University

GPA – 4.55

• CERTIFICATIONS

Microsoft Excel (2024) – Dorooob

Building Professional First Impressions (2024) – Al-Imam Mohammad Ibn Saud Islamic University

• PROJECTS

Teaching Pragmatics to Young Saudi Learners of English (2024): Conducted discourse analysis to bridge the gap between traditional grammar curricula and real-world communication skills. Resulted in actionable insights for improving English learning methods.

• EXTRACURRICULAR ACTIVITIES

Volunteer - University Environmental Preservation Campaign

Al-Imam Mohammad Ibn Saud Islamic University | Riyadh, SA | 2024

• LANGUAGES

Arabic – Native

English— Fluent