

Salma Khaled

English Language Specialist — Translator — Academic Researcher
+201102402032 — salmakhaledjad@gmail.com — linkedin.com/in/salma-khaled-jad

Professional Summary

Results-driven English Language and Linguistics graduate with proven experience in Arabic–English translation, English language tutoring, academic research, and language analysis. Delivered an award-recognized full-length book translation and completed a supervised research project in historical linguistics. Strong track record in academic writing, research methodology, curriculum-based instruction, terminology management, and cross-cultural communication. Seeking to apply translation, language instruction, and analytical research expertise to a professional or academic language-services role.

Technical Skills

Translation & Localization: Translation, Transcription, Localization, Editing & Proofreading, Terminology Management, CAT Tools

Language Instruction: English Tutoring, Curriculum Development, Lesson Planning, Grammar & Vocabulary Instruction, Student Assessment

Research & Analysis: Academic Research, Qualitative Analysis, Critical Thinking, Research Methodology, Academic Writing

Tools & Platforms: Smartcat, MemoQ, Microsoft Office, Google Workspace

Languages: Arabic (Native), English (Fluent), German (Intermediate)

Professional Skills: Time Management, Teamwork & Leadership, Communication, Attention to Detail

Professional Experience

Freelance Translator

June 2024 – Present

Self-initiated Projects

- Translated over 20 short texts, including articles, product descriptions, and videos, building a professional translation portfolio
- Applied CAT tools including Smartcat and MemoQ to ensure terminology consistency and quality across all projects
- Transcribed and proofread interviews and voice recordings, delivering accurate, publication-ready content on schedule

English Tutor

2023 – Present

Private Tutoring

- Delivered personalized English language lessons to students, strengthening grammar, vocabulary, and communication skills
- Designed lesson plans and practice materials tailored to individual proficiency levels and learning goals
- Assessed student progress through regular evaluations, improving language proficiency and academic performance

Book Translator

April 2026

Arabic–English Translation Project: *Heroes Who Shaped Egyptian Military Life*

- Translated a complete full-length work from Arabic into English, preserving tone, accuracy, and cultural context
- Competed in the National Translation Competition for Egyptian University Students, ranking among top entries
- Earned a Certificate of Excellence from the Department of English, Sohag University, for translation quality

Undergraduate Researcher

2025 – 2026

Sohag University – Research Project: *The Standardization of English: From Chancery Scribes to Caxton's Press*

- Investigated the historical standardization of English through dialect variation, Chancery English, and early printing practices
- Conducted independent academic research under faculty supervision, applying rigorous research methodology
- Authored a supervised research paper presenting original findings on the evolution of standardized English

Education

Sohag University

Sohag, Egypt

B.A. in English Language and Literature Studies

2022 – 2026

Certificate of Excellence in Translation; Fundamentals and Applications in Artificial Intelligence