

Lama Salem Bin Ramdhan

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OBJECTIVE

Motivated graduate in English Translation with practical experience in administrative support. Recognized for strong organizational skills, attention to detail, and effective communication. Proficient in translation, editing, Microsoft Office, time management, and task coordination. Committed to delivering excellence, streamlining operations, and contributing positively to team success, while continually seeking professional development and learning opportunities.

EDUCATION

Princess Nourah Bint Abdulrahman University

Bachelor's degree in English Translation | September 2019 – December 2023

EXPERIENCE

Translator (COOP)

Riadiat Company | Aug 2023 - Dec 2023 - Riyadh.

- Translating company reports, terms, and agreements.
- Reviewed and proofread translated documents to ensure linguistic accuracy and cultural relevance.
- Handled administrative tasks like sending and responding to emails.
- Contributed to refining translation processes and streamlining administrative workflows, improving productivity and accuracy.
- Use Excel to input data and work on company files.

OTHER

● Courses:

- Human Resources Management Course (Academy Monsha'at).
- Excel Program Course.
- McKinsey Forward Program (McKinsey & Company).
- Certified associate in project management (PM-Tricks).
- Computer-Aided Translation Tools (PNU).

● Certificates:

- CAPM - Certified associate in project management | PMI | Feb 2025

● Projects:

- **Graduation Project – Translation of a Health Guide on Dieting**
- Translated a health guide on dieting from Arabic to English using Computer-Assisted Translation (CAT) tools.
- Managed terminology to ensure consistency and accuracy.
- Ensured cultural and linguistic appropriateness for English-speaking audiences.
- Developed expertise in health-related translation and effectively conveyed complex concepts.

● **Technical Skills:** Microsoft Office, Translation, CAT tools, administrative tasks & reporting, Task Tracking.

● **Soft Skills:** Detail-oriented, Effective communication, Time management, Planning & organization, Adaptability, Teamwork.

● **Languages:** Arabic, English.