

Ghinwa Maia

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Summary

Driven by a passion for effective communication and strategic messaging, I am eager to pursue opportunities in Editing, Content Writing, Public Relations, or Translation. With a solid foundation in journalism, translation, content creation, editing, and diplomatic communication, I aim to leverage my diverse skill set to make a meaningful impact in the field. My goal is to contribute to enhancing communication strategies and fostering positive relationships while continuously striving for excellence in all endeavors.

Experience

TRANSLATOR | 01/2022 - Current

INDEX Media - Dubai, UAE

As part of my role, I had the following responsibilities:

- Conducting English-Arabic translations for various platforms, such as conference materials, multimedia content, and digital marketing campaigns.
- Providing excellent translation and interpretation services at significant events held in Dubai.
- Assisting the PR team in creating and customizing press releases to increase media exposure.
- Collaborating with cross-functional teams to ensure accuracy in editing, preparation, and production of various documentation, including social media posts and related materials.
- Proofreading documents to correct terminology and vocabulary errors in both Arabic and English.
- Consulting with specialists to obtain technical information for translation.
- Adapting existing translations to meet style guidelines.
- Reviewing translations word-for-word for grammar and spelling errors.
- Conducting in-depth research to meet the requirements of specialist translation projects.

DIPLOMATIC CORRESPONDENT & NEWS EDITOR | 08/2016 - 11/2021

Syrian Arab News Agency, SANA - Damascus, Syria

- Strong relationship building: Cultivated strong rapport with ambassadors and foreign dignitaries visiting Syria, facilitating exclusive interviews.
- Report crafting: Possessed expertise in crafting comprehensive reports on Syrian foreign policy and significant political and economic occurrences.
- Event coverage: Meticulously covered significant events like the Damascus International Fair and international conferences, garnering widespread recognition.
- Leadership and task management: Efficiently allocated tasks and ensured timely delivery of accurate news in a leadership capacity.
- Interpersonal communication: Demonstrated exceptional interpersonal skills, enabling effective communication with diverse stakeholders.
- Editing and proofreading: Applied a meticulous and detail-oriented approach to editing and proofreading, consistently delivering high-quality work.

TRANSLATOR & ADVISOR TO EMBASSY COUNSELLOR | 01/2019 - 11/2020

South African Embassy - Damascus, Syria

- Provided expert English and Arabic translation services, strategic advice on Levant's political, security, social, and economic dynamics, and proofread dense materials independently.

TRANSLATOR & NEWS EDITOR | 01/2011 - 08/2016

Syrian Arab News Agency, SANA - Damascus, Syria

- Translated a wide range of English broadcasts into Arabic news stories, ensuring accurate conveyance of information and maintaining the interest of Arabic-speaking audiences.
- Drafted reports spanning diverse topics, including politics, culture, economics, and societal issues, exemplifying versatility in journalistic coverage and catering to readers' varied interests.
- Conducted thorough editing and proofreading of translated materials to uphold linguistic integrity and coherence, refining language to resonate effectively with Arabic-speaking readers.
- Evaluated and fact-checked all copies to verify the accuracy and quality of work.

ARABIC LANGUAGE TEACHER FOR NON-NATIVE SPEAKERS | 08/2009 - 01/2011

Self-Employed - Damascus, Syria

- I employed my natural fluency in Arabic and knowledge of English literature to provide exceptional language teaching to individuals who are not native speakers. I utilized efficient instructional methods to improve students' linguistic proficiency and cultural comprehension.

PUBLIC RELATIONS COORDINATOR | 11/2008 - 12/2009

La Perla Clinic - Damascus, Syria

- Managed public relations initiatives to enhance the clinic's reputation and visibility
- Organized promotional events and campaigns and handled client inquiries and concerns.
- Maintained day-to-day client contact to address concerns and exceed client expectations.

Skills

Cultural sensitivity

Bilingual in Arabic and English

Strong content creation and editing

Excellent interpersonal skills

Proficient interviewer

Effective researcher

Efficient time management

Websites, Portfolios, Profiles

- <https://www.linkedin.com/in/ghinwa-maia-4ab7004b/>
- <https://ghinwamaia.journoportfolio.com/>

Education

The Indian Institute of Mass Communication (IIMC) - New Delhi, India | Diploma of Higher Education

Development Journalism, 2020

Throughout my enrollment, I served as an assistant editor in the editing team for the 72nd edition of the Echo magazine, which spotlighted Gender Equality and Empowerment.

I also wrote an article titled "Syrian Women Stare at a Wall of Hurdles," addressing Syrian women's legal and societal challenges.

Syrian International Academy - SIA - Damascus, Syria | Diploma of Higher Education

International Relations, 2019

Damascus University - Damascus, Syria | Bachelor of Arts

English Literature, 2008

Languages

Arabic: First Language

English:  C2

Proficient