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| Mahmoud (Mark) Khatib  6017 Whitefield ST. Dearborn Heights, MI 48127 USA  Tel: 313-724-8188 E-mail: [markatib@arabtrans.com](mailto:markatib@arabtrans.com)  Web Site: http://[www.arabtrans.com/](http://www.arabtrans.com/) |

Mahmoud Khatib: Senior Arabic Translator

**Member**: **ATA-Active member** (American Translators Association) – Member (**ALTA**) American Literary Translators Association - Former member of **AFT** (American Federation of Teachers) – member, **Arab-American Teachers of Arabic**

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***[Translator – Interpreter – Editor – M.E. Consultant - Arabic Language Instructor]***

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1. Specialization:-

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| 🡺Translator: - Specialized in translating: Legal documentation including contracts and patents; military systems; software (RC) and help files; equipment and training manuals; technical; marketing; human resources documentation; and DTP services |
| 🡺Interpreter/Transcriber: - Consecutive, Conference, Voice talent, Voice-over, Subtitling and Escort Interpreter (I do understand most Arabic [dialects](#References)) |
| 🡺Editor/Tester/QA Service – Editing and testing localized software applications and other translators’ work. Quality Assurance service to ensure the final deliverable is error-free and follows the strictest guidelines of the client and is language sound. I also offer linguistic and cultural reviewing  🡺Consultant: - I have extensive knowledge in the history, culture, government structures, religions, and politics of the Middle Eastern countries – Research - Marketing – Advertisement |
| 🡺Arabic Language Instructor:- Intensive language courses and curriculum development |
| 🡺**Professional Tests Taken:**  **- ALTA’s Written Tests: Arabic Spoken – Scored (4+ ILR) – *May 2013***  **- FBI Arabic Language Tests 2007 Scored 4 out of 5**  **- National Security Agency Language Tests: *2003*, Level 2 MSA tests with a 96 on grammar, 94 on reading, and 96 on listening.**   * **Dearborn Public Schools Language Tests: *1988*, scored 88%** * **I hold an active TS/SCI security clearance from the DOJ** |

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| 2. Work Experience  [TOP](#_top)  [TOP](#_top) | **1995-2013 Middle East Translation Services,** **Inc.** – Dearborn Heights, MI, USA  ([www.arabtrans.com](file:///C:\Users\Mahmoud\Documents\www.arabtrans.com))  Chief Translator, Interpreter, Reviewer and part-owner:  As the manager and chief translator, I contact clients, submit bids and quotes, analyze requirements, assign the work according to specialization, supervise all translation and editing work. I am responsible for performing QA on all jobs.  **Translation:**  *Most Recent: METS was subcontracted by* **URC** *to translate1985 English pages to Arabic:*   * **URC University Research Co., LLC – CHS Center for Human Services -** July, August 2013 * **Peritus Precision Translations, Inc.** Technical and general translations – Since 2004 * **Center for Constitutional Rights** Translated CCR Newsletter 2007-2008 and worked as a telephone consecutive interpreter – Since 2006 * **Oryx Energy Projects & Services LLC – Doha, Qatar:** Technical and legal translation. 2012 * **Allen & Overy LLP** legal translation, telephone conferencing & interpreting – Since 2005 * **General Dynamics**, **MN**, translation of a foreign request for proposal (RFP), (Aug. – Sep. 2003): I was temporarily employed by GD (US government’s requirement) to translate a lengthy and detailed request for proposal worth hundreds of millions of dollars. Because of my background and extensive experience. * **Doha, Qatar,** worked as the lead Arabic linguist for US Air Force in Al-Udeid Airbase *(2002-2003):* Besides my job as the Arabic language coordinator, supervising the work of three other translators/interpreters, my duties included: reviewing and analyzing translated information (Arabic into English) and liaison between Qatari officials and US Air Force high ranking officers. * **Raytheon** (Fullerton, CA): I was hired to be the chief translator/editor and to manage the work of nine other translators in an assignment to translate (English into Arabic) a 770-page military proposal including numerous PowerPoint slides. We worked on-site for 11 consecutive weeks. * **Supervised other translators in major translation and localization projects.** |
| [TOP](#_top) | Language Interpreting:  ***2005-2013* -** Consecutive Interpreter and legal translator   * **Allen & Overy LLP** * **Paul Weiss LLP** * **Covington LLP** * **Center for Constitutional Rights**   **And many other firms and companies**  Voice Over /Voice Talent: Recorded presentations dealing with a certain product for Roman Brand Group Broadcasting Company (I also did the translation of the text)  *2002-2003* Lead interpreter for the office of AFOSI – US Air Force in Doha - Qatar  Liaison linguist between Qatari officials and US Air Force high ranking officers  *1994-2013* **Conferences, Depositions and Hearings** for many legal firms, tourist and translation agencies. Escort interpreter for Middle Eastern VIP visitors and businessmen   * Worked as an interpreter/translator for: US Postal Union Convention, Action Tours, Smart Bus Company, law offices, health clinics …etc. Detroit, MI and LA, CA between 1992 and 2005. * Various conference and consecutive **interpreting** jobs for law firms, financial institutions, insurance companies, medical and educational institutions.   Political/Cultural Analyst:  **Analyst/Translator:**  *2010-2013* Political Consultant/Translator: I worked as a consultant for Charles River Analytics Organization (with Dr. Terry Patten, PhD), analyzing Arabic political articles and trends and translating/summarizing the material.  **Educator:**   * 1. **Bilingual Educator/Translator/Community Liaison** (Dearborn Public Schools, Dearborn, MI,1988-1996**):**   Established a bilingual program for two high schools in Dearborn, MI. Developed a bilingual curriculum for teaching basic English, Arabic instruction, how to get around knowledge. I also acted as a community liaison. |
| 3. Education | *1992-1994* Wayne State University, Detroit, MI  *Multicultural Education Courses*  *1993-1995* Henry Ford College, Dearborn MI  *English and computer Courses*   * 1. UNESCO Institute of Higher Education , Amman, Jordan***Higher Education Teaching* Diploma (Bachelor’s Degree)**   *1984-1986* Lebanese National University, Beirut – Lebanon  *Linguistic Studies Courses* |
| -4. References  [TOP](#_top) | * **URC University Research Co., LLC – CHS Center for Human Services –**Ms. Kathryn Dansker - [kdansker@urc-chs.com](mailto:kdansker@urc-chs.com) – Tel: +1 301.941.8404 * **COVINGTON & BURLING LLP –** Mr. Brian Foster **-**  [bfoster@cov.com](mailto:bfoster@cov.com) – Tel: 202.662.5255 * **Peritus Precision Translations, Inc. -** Dagmar Dolatschko [dagmar@peritustranslations.com](mailto:dagmar@peritustranslations.com%20) – Tel: 650.421.2500 Ext. 301 * **TransPerfect - Nolwenn Lamour & Other translation managers -** [**nlamour@translations.com**](mailto:nlamour@translations.com)212.689.5555 * **Allen & Overy LLP.** – Ms. Sarah Havens Cox**:** Sarah.Cox@AllenOvery.com - Tel: 212 756 1185 * **Appeal For Justice,** Mr. David Remes, 202-669-6508, [remesdh@gmail.com](mailto:remesdh@gmail.com) |
| 5. Personal & Availability | * **US citizen** * Ability to work seven days per week. * ***I hold an active TS/SCI Security Clearance***. * knowledge of up-to-date software applications * Due to my travel and work with different nationals of Arab countries, I am very familiar with most **Arabic dialects** including **Gulf dialects** (Saudi, Kuwaiti, Iraqi, Qatari…etc); **Levant dialects** (Syrian, Lebanese, Jordanian and Palestinian); **Egyptian** **dialects** (Egyptian, Sudanese) and North African Arabic dialects. |

**6. Client’s feedback**

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| “University Research Co., LLC (**URC**)has used the translation services of Middle East Translation Services, Inc. (METS) during the period **July 2013** **to September 2013**.  METS has translated Guidelines, Training Materials, and other documents from English to Arabic and English to Kurdish for use by **USAID**’s Primary Health Care Clinics in Iraq,  project awarded to URC. The documents translated included medical terms and other health related details.  The project had a very tight deadline for huge volumes of documents to be translated for which METS was able to complete by URC’s due dates. Based on the feedback from URC’s technical staff, the translations and formatting of documents were of high quality. Mr. Khatib, the Senior Linguist of METS was in charge of coordinating with URC’s contracts and project staff and he was very responsive to our needs. We are pleased with their commitment to quality and customer service and their willingness to make any needed revisions in due time.  **We intend to use this company for any future translation projects we will need and recommend them to other companies who will need similar services**.”  **K. D.**  **Contracts Director** |

**[Language translation / interpreting is my full time job]**