

# Mustapha El Kadimi

10/31/2009



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## EDUCATION

**Ecole Normale Supérieure (Rabat, Morocco)**

June 1993

4-year Bachelor Degree – Applied Linguistics (including translation)

**Irish Institute – Boston College, Massachusetts (USA)**

August 1999

Certificate in innovative instruction

**University of the Middle East Project (Boston Mass. USA)**

August 2000

Certificate in Mediation and Conflict Resolution

## EXPERIENCE

Teacher of English | **Ministry of National Education**

September 1982 – June 2002

- Teaching English in state-owned high schools

Teacher of English | **Business and Professional English Center**

October 1996 – June 2000

Teaching English for adults and professionals

In charge of Information Technology

Participate in the design of English courses for specific purposes

Teaching English on-site in different companies in Casablanca

**TEACHER OF ENGLISH, FRENCH, ARABIC | EF English First – Casablanca**

January 2000 – January 2002

Teaching General and Business English

Teaching Arabic and French for English-speaking

**COMPUTER ASSISTED LEARNING CONSULTANT | American Language Center**

January 2003 – January 2004

Evaluation of the use of Computer technology for instructional purposes

Writing reviews and advising on the purchasing of educational software

Advising on the organization of the Media Library and designing appropriate software for the purpose

Web design and desktop publishing

Teacher training on the use of computer technology for instructional purposes

Networking computers

**COMPUTER LAB MANAGER | American Language Center**

January 2004 – January 2008

Installation, configuration et maintenance of a thirty-station computer lab

Creating software for managing book hiring

Teaching English

ETS certified TOEFL test center administrator

**LINGUISTIC CONSULTANT | Nomen, Croatia**

Since October 2008

Sociolinguistic and phonological consultancy on how new brand names would be perceived, pronounced and appreciated in the Arabic culture of North Africa.

**TRANSLATOR (Arabic – English – French) | Freelance.**

1994 - present

Started off translating documents for not-for-profit organizations

Translating medical documents, laboratory reports

Technical translation especially computer- related

Software user manuals

Localization of Software program GUIs (Graphical User Interface)

User manuals for a large variety of appliances and machinery

Translation of Legal documents (contracts, affidavits, agreements ...)

Translation of websites (HTML, PHP and ASP)

Translation of language files for open source content management systems (CMS)

...etc...

**COUNTRY REPORTER | Global Integrity, Washington DC**

Summer 2008

Participated in the elaboration of the organization's annual report 2009 by writing a report on Morocco.

**COMPUTER SKILLS**

- Desktop publishing : Adobe Indesign, Microsoft publisher
- Office : the Microsoft Office suite 2007 (all components)
- Translation: Trados, SDLX, Catalyst, Passolo, DejaVu
- Graphic Design : Photoshop, Corel Draw, Fireworks
- Interactive CD-ROMs and animation: Adobe Flash, Swishmax, Mediator
- Web design: Dreamweaver + Open source Joomla CMS
- Database: Microsoft Access, MySql
- Audio Editing: Adobe Audition, Adobe Soundbooth
- Video Editing: Ulead Video Studio, Adobe Premiere, Adobe Encore

**LANGUAGE SKILLS**

- Perfect mastery of spoken and written English, French and Arabic

**INTERESTS**

- Travelling, music, surfing the web and Computer technology