**Nermeen Nagy Rezk**

**Personal Information:**

**Date of Birth:** 05-06-1990

**Nationality:** Egyptian

**Gender:** Female

**Marital Status:** Single

**Career Objective:**

I’m looking forward to good opportunities with translation agencies and direct clients that enable me to prove my skills and gain new experiences.

**Contact information:**

**Address:** 8 Fekry Mohammed Street, Hadayek El Maadi, Cairo, Egypt

**Telephone Number:** +202-237-94954

**Mobile Number:** +2-0106-075-8981

**Mail Address:** nermeen.rezk13@gmail.com

**Skype ID:** nermeen.translator

**Languages:**

**Native Language:** Arabic

**Source Languages:** Japanese (Full professional proficiency) (Passed N2 of JLPT)

English (Native or bilingual proficiency)

French (Elementary proficiency)

**Educational Background:**

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| --- | --- | --- |
| * 2007-2011 | Ain Shams University, Faculty of Al-Alsun (Faculty of Languages), Japanese Department | Cairo, Egypt |
|  | **First language:** Japanese  **Second language:** English  **Overall Grade:** Very goodwith honors | |
| * 2003-2006 | Maadi Canal Language School | Cairo, Egypt |
| * 1994-2002 | Orman Language School | Cairo, Egypt |

**Experience:**

**English:**

* Translator at Top Notch Egypt (Translating various documents from Arabic to English and vice versa). (July 2013 – Present).
* Translator at Marketech Group (Translating various documents from Arabic to English and vice versa). (April 2012 – June 2013).
* Freelance Translator at Kalimat Translation & Language Center (Translating various documents from Arabic to English and vice versa).

**Japanese:**

* Freelance Translator at EDJ International Corporation (Translating various documents from Japanese to Arabic).
* Freelance Translator at ABTS (Al Boraq Translation Services) (Translating various documents from Japanese to English).

**Fields of Expertise:** Legal, financial, medical and official translation.

**IT Resources:**

|  |  |
| --- | --- |
| **CAT Tools:** | * Trados 2015. * WordFast Pro 6.0. * MemoQ 2015. |
| **Subtitling Tools:** | * Aegisub * Subtitle Workshop |
| **Operating system:** | Microsoft Windows 8.1. |
| **Office package:** | Microsoft Office 2016 (Word, Excel, PowerPoint & OneNote). |
| **Certificates:** | * ICDL course certificate. * “An Introduction to the Politics of Citizenship” - Online course. |

**Skills:**

* Very good speed at typing English, Arabic and Japanese.
* Computer-literate.
* Time management.
* Working and coping under pressure.
* Working to deadlines.

**Interests:**

Reading, playing violin, swimming, listening to music and surfing the net.

**Travels:**

* From 28-7 to 12-8-2010: I've traveled to Japan on the expenses of Japan Society for a cultural tour by the agreement of Ain Shams University.
* From 16 to 29-3-2012: I've travelled to Japan to attend "Japan Study Program" held and sponsored by MEXT (Ministry of Education, Culture, Sports, Science, and Technology).