AYMAN SHAMSEDDIN

Translator

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Fisha Bana, Aga, Dakahlia,
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SOCIAL MEDIA

in linkedin.com/in/ayman-shamseddin-b14a8ab8

f Facebook.com/shamseddin

🐦 twitter.com/AymanShamseddin

PROFILE

Detail-oriented individual with **more than fifteen years** of experience as a translator, senior translator, and translation manager.

EDUCATION

06/2016 - 03/2018
The American University in Cairo
● *Foundation Certificate: Translation & Interpreting (QHRS: 18:00, QPTS: 69.30, GPA: 3.85):*
- *Technology For Translators and Interpreters (QHRS: 3.00, QPTS: 11.10, GPA: 3.70)*
- *Contrastive Grammar and Stylistics (QHRS: 3.00, QPTS: 12.00, GPA: 4:00)*
- *Translation Techniques and Text Types (QHRS: 3.00, QPTS: 11.10, GPA: 3.70)*
- *Introduction to Interpreting (QHRS: 3.00, QPTS: 12.00, GPA: 4.00)*

01/2016 - 04/2016
The American University in Cairo
- *Arabic Grammar (QHRS: 3.00, QPTS: 12.00, GPA: 4.00)*
- *English Conversation (QHRS: 3.00, QPTS: 11.10, GPA: 3.70)*

09/2000 - 05/2004
Al-Azhar University, Faculty of Education
● *Bachelor of Literature and Education, English Department:*
- *Pass: 1402/1750 (80.11%)*
- *Very good*

EXPERIENCE

01/2010 - present
Arabia for Information Technology
Executive Manager of Translation Department
Responsibilities:
- *Developing project plans and workflows, managing time, budget, resources and quality control.Analysing project risks, and defines mitigation actions of identified risks.*
- *Assigning, monitoring and measuring project team members' work, managing team's compliance with standards, practices and policies.*
- *Leading project/client/business partner meetings and conference calls, issuing solves while ensuring meetings are recorded and minutes distributed, managing the delivery of agreed upon active items.*
- *Follow up with internal team members and clients to ensure that translation meets their needs.*
- *Edit content to maintain translation integrity.*
- *Network with field experts to stay current on new translation tools and practices.*

05/2007 - 01/2010	**_Arabia for Information Technology_**
	Senior Translator

Responsibilities
- _Reviewing translations and ensuring that they are free from errors._
- _Ensuring that translated texts meet all relevant editorial requirements, i.e. in terms of layout, style, font etc._
- _Delivering translated texts in accordance with the agreed deadline._

01/2005 - 05/2007	**_Arabia for Information Technology_**
	Translator

Responsibilities
- _Translating text and audio files from English into Arabic and vice versa, maintaining the concepts, tone, cultural references and nuances of the original source text._
- _Delivering translated texts in accordance with the agreed deadline._

PERSONALITY

✔ _Communicative_   ✔ _Punctuality_
✔ _Creativity_   ✔ _Organized_

SKILLS

✔ _Good communication - written and oral skills_
✔ _Excellent conceptual and analytical skills_
✔ _Effective interpersonal skills_
✔ _Organizational and leadership skills_
✔ _Problem-solving capabilities_
✔ _Quality and detail-oriented_

LANGUAGES

English	■ ■ ■ ■ ■ ■
Arabic	■ ■ ■ ■ ■ ■

SOFTWARE SKILLS

Microsoft Word	■ ■ ■ ■ ■ ▪
Microsoft Excel	■ ■ ■ ■ ■ ▪
Microsoft Powerpoint	■ ■ ■ ■ ■ ▪

HOBBIES

Technology   _Football_   _Music_   _Reading_   _Poetry_