* **Personal Data**

Name & Surname: Beyrem Smida

Date & Place of birth: 11/11/1978 in Menzel Bourguiba

Nationality: Tunisian

Marital Status: single

Phone N°: +00216 21 136 050

Address: 5, coral road st, Riadh quarter, Sousse, Tunisia

EMAIL: beyrooma@yahoo.fr

* **Objective**

Furthering my experience in the field of translation, excelling my qualifications as a translator and editor; as well as, making use of my potential by producing a work of quality.

* **Education**

**2006:** Bachelor’s degree in Applied English Language, Specialty: Translation and Communication.

* Higher Institute of Applied Languages-Moknine

**2004:** University Diploma of the First Cycle in English Language and Literature

* Higher Institute of Applied Languages-Moknine

**2000:** Baccalaureate Diploma in Arts (observation: average)

* **Training**

August 1st -31st, 2006: a training period in a sworn translator’s office.

* **Professional Experience**

**January 2010 - present:** **a sworn translator**

-Translation of all kinds of judgments, notary deeds, powers of attorney, wills from Arabic to English and vice versa and from French to English.

- Translation of contracts: sale, rent, undertaking to sale, terms of association, shareholders’ agreements, companies’ contracts, marriage contracts.

- Birth, death certificates, etc…….

- Academic and professional qualifications: (diploma, statements of marks, etc…….)

- Adoption papers

- Medical reports

- Interpretation

**March 2008 – November2009: The Tunis Science City**

-Editing texts for the Tunis Science City publications: website, newsletter, booklets, brochures, flyers, and posters in English

- Translating a variety of the Tunis Science City publications and projects contents from French to English and from Arabic to English

-Translation and editing of the Tunis Science City shows, and exhibitions, English to Arabic and vice versa

- Translation and/ or editing of the Tunis Science City promotional & educational publications.

- Junior editor of the Tunis Science City newsletter (featuring articles about the city, description of the city’s activities, scientific articles).

**September 2006 – December 2007: a translator in an agency of translation**

* **Computer Skills**

MS office, frequent user of internet tools (email, search engines)

Use of translation softwares

* **Languages**

Arabic: read, written, spoken; fluent

English: read, written, spoken; fluent

French: read, written, spoken; good

Italian: read, written, spoken; average

* **Personal Skills**

-Committed and dedicated to work

- Quick learner

-Hard worker

-Team worker

- Organized

-Motivated

* **Other Interests**

-Reading

-Listening to music

-Sport

-Watching TV

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