

ABOUT

Native-Arabic speaking linguist and translator having an innate passion for excellence with an established talent for tailoring (Arabic><English) target language text reflecting accurate, optimal, flawless and faithful approximation to the spirit, style, tone, nuance, and verbatim of the source text. Equally performing other language related services, including, proofreading, copyediting, transcription, subtitling, localization, annotation, as well as other linguistic consultation tasks. A passion, anchored by triple specialized academic majors, enriched, refined, crystalized, and developed over 25 years into a competent proven expertise.

Established background in a wide range of linguistic related specialty, including business, marketing, political, legal, petroleum, educational, NGOs, technical, and creative writing jobs.

SKILLS

Translation 

Proofreading 

Copyediting 

Quality check 

Transcription 

Subtitling 

SOFTWARE SKILLS

CAT Tools

SDL Trados Studio 2019 

Memosource 

SmartCat 

MemoQ 

MS Office

Word 

PowerPoint 

Excel 

DIYA TAKROURI

Professional Linguist & Translator
(Arabic><English)

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EXPERIENCE

► Freelance Linguist and Translator/2000 - Present Turkey, Gulf and Syria based

- Performing a wide range of language related services for various international regional and local business clients, as well as Turkey-based NGOs, including the UN and UNICEF.
- Translate hundreds of:
 - Official legal texts; such as laws, decrees, and courts' proceeding transcripts
 - Corporate literature; like EPCs, partnership, sponsorship, employment, and sales contracts, auditing and financial reports, in-laws, policies, guidelines, datasheets...etc.
 - Academic literature; like thesis and dissertations, essays and studies
- Proofread, copyedit and revise a wide range of documents, resolving conflicts related to the meanings of technical terms, terminology, and concepts; ensuring that the translations retain meaning accuracy, feeling of the original material, and remain consistent throughout translation revisions.
- Actively shouldered websites localization, annotation and tens of transcription, and subtitling tasks, in addition to other linguistic consulting services such as accommodating written Arabic and English translation materials to specific targeted audience cognitive levels, and adapt English language technical documents to Arabic language and culture.
- Contracted to do the ground paper works for the establishment and introduction of Dublin International Petroleum Company Syria, into the country. Subsequently joining the company following its establishment as contractor-employee in 2008.

► Assistance Coordination Unit (ACU)/ 2017 - 2019 Turkey - Gaziantep Translator

- Translation, proofreading and copy-editing of thematic, situational, need assessment, development, dynamo, flash, and newsletter reports, besides closely checking pertinent questionnaires' overall coherence and consistency, in addition to other humanitarian-related narrative literature concerning the Syrian crises produced by the ACU's Information Management Unit (IMU) and third parties.

► Sinopec Int'l Petroleum Co. Syria / 2008 - 2015 Chief Translator

- Supervised a team of three translators, proofread, and ensured accurate and correct renderings generated by the team members; improving the overall output in terms of volume and timely delivery, besides ensuring and sustaining error free yields.
- Selected to do the translation and copyediting into English of the BODs' weekly minutes of meetings and the company's quarterly financial auditing reports; striking a delicate balance between very tight deadlines while maintaining the section's timely delivery of the daily assignments, serving 500 staff members.
- Selected to lend a hand in copy editing the company's monthly newsletter, fact-checking, cultural consistency, fine-tuning, and proofreading.
- Drafting articles for publication and searching for innovative ideas of interest to company staff.

Skills continued

Graphic Tools

Photoshop 

Illustrator 

InDesign 

Web Tools

Dreamweaver 

HTML Editor 

Video Editing

Adobe Premiere Pro 

Voice Editing

Express Scribe 

Awards

Sworn-in Translator from UAE Ministry of Justice, Abu Dhabi 2000

Awarded a certificate for proofreading the NRC's "Child Survivor Initiative" 2018.

Certificate to have been one of the major and best contributing translators in rendering and proofreading the Arabic version of the 2015th edition of the Camp Management Toolkit "CCCM Toolkit".

CONTACT



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EXPERIENCE continued

▶ Key Achievements

- ❖ Originated unique drive by introducing first-of-its-kind Arabic-English intranet specialized petroleum terminology glossary, for easy access by the company staff; saving the time for searching, answering queries, and using accurate terminology vis-à-vis industry Arabic-English equivalent words.
- ❖ Envisioned and spearheaded the development of novel, large-scale, and nation-wide project to have certain API's (American Petroleum Institute) Standards (3700 pages) be translated into Arabic, saving the company as well as other resident OPCOs the hassles and cost of resorting to specialized external sources.

▶ Abu Dhabi Customs Dept., UAE / 1994-2004 First Translator

- Maintained proactive involvement in translation, copy-editing, proofreading all bilingual communications, advertisements, and publications, including manuals, Web content, informational brochures, and instructional training guides' content for the customs officers.
- Doing interpretation and simultaneous translation during seminars hosted by the Customs Dept. and during meetings held by the management team with foreign parties.

▶ Key Achievements

- ❖ Completed translation, copyediting and desktop publishing of over 500 pages "Study on Re-organization of Abu Dhabi Customs Department Setup"; seconded to work hand in hand for over 9 months with experts from UAE's KPMG.
- ❖ Accomplished the rendering of the maiden version of the "UAE Customs Tariffs Schedule", and desktop edited its bi-lingual edition.
- ❖ Scheduled assignments for external outsourced translation of the GATT Agreements (1500 pages), proofread, copyedited, and provided guidance to improve exact approximation and terminology usage as well as the flow of its Arabic version readability.
- ❖ Translated three course-books of 900 pages on "Customs Inspection Methodology & Techniques", in close coordination with the lecturing officers from the US Customs Service. Employing my study background in linguistics to coin new localized special Arabic words and terms in the industry for easy understanding by the UAE local customs officers, and desktop edited the same in a record period of just three months only.

▶ EDUCATION

- 📄 Pre-Master in Translation & Arabization
University of Damascus
Syria / 1986 - 1987
- 📄 Pre-Master in English Linguistics
University of Damascus
Syria / 1985 - 1986
- 📄 B.A. in English Language and Literature
University of Damascus
Syria / 1981 - 1985