

Enas Samy El-Adawy

Name: Enas Samy Khaled El-Adawy

Address: Egypt- Damietta- New Damietta City.

Mobile Phone No.: 00201066221078

We Chat: 00201066221078

E-mail: ch.en.ar.translator@gmail.com

Gender: Female.

Date of Birth: 14/02/1983.

Country: Egypt.

Nationality: Egyptian.



Education Qualification:

- **Bachelor Al Alsun Faculty (2004).**
- **University:** Ain Shams.
 - **Specialty:** *Chinese* language Department.
 - Second Foreign language: *English*.
 - Native Language: *Arabic*.
- High Studies Diploma in **English** Simultaneous, Consecutive, and Written Translation at Damietta University 2018.
- High Studies of **General Education Diploma**, in teaching English in 2015.

Personal Skills:

- I have effective communication skills, negotiation, creative translation of others` ideas, and transform it to the other part: orally and in writing, using Arabic, Chinese and English Languages.
- Psychological adjustment and rapid compatibility with others, and self-control skill, and the ability to address the challenges of work.
- I have the ability of objectively persuasion, and effective leadership skills.
- Multiple skills to serve the performance of work efficiency, as I have speedily, accuracy and proficiency, and accuracy of observation.
- I have Excellent planning ability, using a variety of life experience.
- Creative thinking skills and continuous self-development.

Training & Courses:

- **Art of Etiquette and Protocol** for dealing with leaders and public figures training courses (National Center for Technology & Preparing leaders) June 2022.
- **TOT Training** Course from (National Center for Technology & Preparing leaders) June 2022.
- **Shield of Leadership Excellence** from (National Center for Technology & Preparing leaders) April 2022.
- **Training course of preparing and qualifying youth cadres and executive leaders** from (National Center for Technology & Preparing leaders) March 2022.
- I passed a training course in **Projects Management** certified by: **International Labour Organization, in 2017.**
- I passed a course of English language for the educational researcher in **Education Technology** in 2014.

- **N.L.P diploma** (Nervous Linguistics Programming. (By the global instructor Dr. Ibrahim El-Feky, in July 2011).
- Comprehensive course in "**Business Skills**": (time management, leadership, communication skills, marketing & selling skills, crises management, Resume writing & interview skills) from Arabic European for youth & development, (in July 2011).
- I obtained **ISO 9001:2000** internal audit certificate at 2006.
- **Microsoft Office & Internet** course certificate from Ain Shams University.
- I'm hold an ISO 9001: 2000 certificate for documents, data and records management, and internal auditor, in 2006, from the management and quality experts' company.

Teaching Chinese Language:

- I work as Chinese Language lecturer in **Higher Institution of Languages in Mansoura (2017 - 2019)**.
- I worked as Chinese Language Instructor in **A.L.C** for Languages` Services in New Damietta.
- I worked as Chinese Language Instructor at British Council in Damietta.
- I worked as Chinese Language Tutor for Businessmen, who deal with Chinese Businessmen.

Translation and Interpretation Work Experiences:

Legal Translation:

* I translate from/ to **Chinese, English, and Arabic** the following documents:

- **Inco Terms contracts** of commercial deals & industrial agreements, quotations, sales confirmation, purchase confirmation, export license, bill of exchange, commercial invoice, bill of loading, insurance policy, certificate of quality, certificate of health inspection, certificate of measurement & weight, certificate of origin form, packing list, reports and

- speeches of works.
- Filling visa applications & travelling documents.
 - Translating Tender & Auction contracts.
 - Translating Distribution Agreements.
 - Translating Quality Management System Contracts with its various versions, and other documents.

Technical Translation:

** I Work as a translator in many factories & companies:

- I translated the machines technical books & catalogues from Chinese & English into Arabic.
- I worked as an interpreter between foreigner technical experts & local technical from Chinese & English into Arabic.
- I contributed to the establishment of some factories and commit agreements for supplying it with production lines from suppliers in China; through translation.

Business Management Translation:

- I translate the commercial & Industrial agreements communication details and documents through:
(Faxes, e-mails, Skype, ...ext) from/ to Chinese, English, and Arabic language.

Conferences` Interpretation:

- I have participated in some conferences as Chinese<> English, Chinese<> Arabic, and English<> Arabic Interpreter, inside Egypt.

OPI and VRI:

- I handle so many (OPI) and (VRI) sessions carried over the phone and video call, using the following language pairs:
 - Chinese <> English
 - Chinese <> Arabic
 - English <> Arabic

Telecommunication Translation:

- I help world's telecom companies, wireless carriers, and network equipment manufacturers to translate full spectrum of technical documentation and software applications with high quality.

Game localization:

- I have translated many of Chinese Games into English and Arabic Languages.

Online shopping:

**** I can handle:**

- Translation of product descriptions on website.
- Translation of information about new products and special offers.
- Advertising campaigns.
- Catalogs translation.
- Institutional corporate films translation
- Translation of user reviews.
- Customer service translation.
- Translation of marketing campaigns.
- Blog posts translation.

Voice Over:

- I have the talent and acting as Chinese, English and Arabic Voice Over.
- Conferences and youth events` presenter.

Content Writer:

- Writing clear marketing copy to promote products/services.
- Excellent writing and editing skills in English.
- Identify customers' needs and gaps in the content and recommend new topics.
- Proofread and edit blog posts before publication.
- Ensure all-around consistency (style, fonts, images and tone)
- Experience doing research using multiple sources.
- Researching industry-related topics (combining online sources, interviews and studies).
- I have written the website content & the content of advertisement brochure of some Egyptian companies in Both Arabic & English languages, such as: www.reemaegypto.com

ISO QMS Translator, Executive Supervisor:

- I worked as a translator, and executive supervisor for **ISO (QMS)** in some companies in New Damietta.
- I worked as official of monitoring data , documents and records by applying **ISO** quality management system in the same company

Public Relations:

** I have familiarized with the "asset & foundations of public relations" through sources available on the internet; sources of the International Public Relations Association IPRA, and the sources of the Faculty of Mass Communication, Cairo University, including:

- Psychology & art of public relations.
- Public Relations in applied field.

- Management and planning of public relations.
- Contact management and institutional communication.
- Advertising and media campaigns planning techniques.
- Editing and writing for public relations.
- The art of recitation, presentation and public speaking.
- Public Relations Specialist characteristics and qualifications.

Other Work Experiences:

- Implementation of quality management system ISO.
- The availability of required capability to conduct research and studies to serve the evolution of work and research.
- The ability to short-term planning.
- Leadership and guidance skills through practical of Internal Auditor for Quality Management System ISO.

Climate Change` Events (COP27):

- I attend **COP27**, in Egypt.
- I participated in the **COP27** simulation model that was implemented within the framework of the Towards the New Republic Program, in cooperation with the Ministry of Environment and the Watan Development Association. The World Health Organization, the United Nations Volunteers Program, the Faculty of Economic Studies and Political Science at Alexandria University and the Climate Our Earth Foundation participated in the simulation model.
- Here are the links to my participation in the simulation model activities:

<https://www.linkedin.com/feed/update/urn:li:activity:6983450570296569856/>

https://www.facebook.com/national.development.association/videos/875566790026675/?extid=CL-UNK-UNK-UNK-AN_GK0T-GK1C&ref=sharing

<https://www.facebook.com/photo/?fbid=485219050314051&set=pcb.485219356980687>

<https://www.facebook.com/national.development.association/photos/pb.2898181397156874/2898179363823744>

- Link of my name as being among the participants in the closing phase of the COP27 simulation model:

<https://www.facebook.com/100011115274891/posts/1745230759190750/>

- I participated in the conclusion of the work of the United Nations Local Youth Conference on Climate **LCOY** at the American University in Tahrir, Cairo, over two days, an officially approved conference by the Youth Department of the United Nations Convention, which was organized by the (ACTS) Foundation, under the auspices of the Ministry of Youth and Sports and in cooperation with the United Nations Population Fund, the United Nations Children's Fund (UNICEF), Save the Children, and the university American in Cairo.

- These are links of my pictures while participating in one of the workshops at the LCOY Conference:

<https://www.facebook.com/LCOYEgypt/photos/pb.1295354854635552/1295343774636660>

<https://www.facebook.com/LCOYEgypt/photos/pb.1295354854635552/1295353177969053>

- Link of Appreciation Certificate in my name; For my participation in the LCOY conference:

<https://www.linkedin.com/feed/update/urn:li:share:6986647520374349824/>

Computer Skills:

- Certificate of completion:

"Digital Transformation Training" , July 2022, **Ministry of Youth and Sports.**

- Good command with Translation CAT Tools (**SDL Trados Studio.**)
- **Microsoft office:** (Word, Excel, Access, Power Point), in addition to: (paint & picture manager.)

- Good dealing with Internet Search Engine.
- Very good in formatting the written text.

Language Skills:

- Very good in teaching and translation, writing and auditing from & into Chinese, English, and Arabic.
- Effective Communication with foreigners.

Honors & Awards:

- **Distinguished Coach's Shield** (National Center for Technology & Preparing leaders)
- Certificate of **Creative Thinking** (from Egypt public library in 2006).
- Certificate of **Cultural Excellence** (from students' union- Al Alsun faculty in 2003).
- I got several awards and recognitions in competitions recitation and the activity of the school radio from primary school to secondary school stages.
- Certificate of excellence in Arabic Poetry from New Damietta City in 2014.

References:

- Mr. **Osama Hefila**, the Vice President of the Egyptian Federation of Investors Associations EFIA. And the Chairman of the Board of Directors of the Investors Association in New Damietta.
- Any other references & letters are available To Whom It May Concern.