

## ***Curriculum Vitae***

**Name:** Rula Tammam

**E-mail address:** rula.tammam@gmail.com

**Country:** Egypt

**Citizenship:** Egyptian

**Date of Birth:** 9 December 1989

### **Current Job**

- **Senior Linguist** at **The Atari Group**. (November 2015- Present).
  - Full-time Arabic-English Linguist/Translator working remotely. Responsibilities include media monitoring, translating, summarizing, and gisting news content from Arabic to English while adhering to strict style guides.
  - Field: Politics.
- **Freelance Arabic-English Translator / Linguist**. (November 2015- Present).
- **Freelance English-Arabic Translator, Copywriter & Proofreader** at **Textappeal**. (January 2012- Present).
  - Field: Marketing, Hospitality.
- **Freelance English-Arabic Translator** at **Papillon Translations**. (December 2013- Present).
  - Field: Marketing.

### **Experience**

- **Technical Translator** in UNESCO Thesaurus Project at **Bibliotheca Alexandrina** (August 2018-December 2019).
- **Editor / Translator** (English- Arabic/Arabic- English) at **Commanine** (10 March 2013- November 2015).

## *Rula Tammam*

- English- Arabic/Arabic- English editor/translator.
- Field: Marketing, Hospitality, Health, Culinary.
- **Translator & Copywriter** (English-Arabic/Arabic-English) at **Atarjamat Excellence Center** (12 July 2011- 7 March 2013).
  - English- Arabic/ Arabic- English translator.
  - Transcribed English videos.
  - Field: General.
- **Data Entry Project Manager & Team Leader** at **Atarjamat Excellence Center** (related to Innova Food Database) (12 July 2011- 7 March 2013).
  - Assisted with providing information for a new product development tracking tool and managed project team in support of Innova food & beverage. Directed a research project by contacting international field researchers in different countries to collect information on food and beverage products that could be of use for the tracking tool.

### **Education**

University of Alexandria, Faculty of Arts, English Department, Bachelor of Arts, English Language & Translation Major (2006-2010)

### **Computer & Language Skills**

- Arabic: Mother tongue.
- English: Holding IELTS Certificate, General Module, band score= 8.
- French: Basic skills (finished A1 niveau 1) – undertaking niv.2 at Institut Français.
- Arabic-English / English-Arabic Translator.
- Typing Speed min. 35 wpm.
- Holding ICDL certificate.
- Excellent Internet research skills.

*Rula Tammam*

- Excellent command of using MS Office **Word** Application.

**Personal Skills**

Resourceful, committed, organized person, and hard worker.