Amira Abdullah

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Experience

Freelance Translator/Reviewer

/Linguistic Tester

***January 2013*** – Present

Translating and reviewing document in accordance with client’s instructions  
Preparing files for translation (if needed).  
Preparing files for delivery (if needed)

Project Manager

| Arabization Department (Egypt), Arability Ltd.

***April 2011*** – December 2012

Handling clients’ requests (their questions and setting delivery time, making sure their instructions are followed); preparations of files upon receipt; allocating resources; supervising the translation and editing phases; applying the 4-eyes principle (if needed); ensuring a smooth work flow in all phases; allocating a DTP specialist and reviewer and supervising DTP process.  
Supervising quality meetings.

Senior Translator and Proofreader (Egypt), Arability Ltd.

***June 2008*** – March 2011

Translating documents; proofreading; DTP reviewing; Software and Website Linguistic Testing.  
Holding training sessions in CAT Tools; and participating in quality meetings.  
Language pair: English-Arabic and vice versa. Fields of specialization: medical, IT and software, Legal and Media.

Translator (Egypt), Arability Ltd.

***June 2005*** – May 2008

Translating documents.  
Language pair: English-Arabic and vice versa. Fields of specialization: medical, IT and software, Legal and Media.

Education

American University in Cairo, SCE

***Ongoing***

* Translation Diploma

Faculty of Arts, Women’s College, Ain Shams University

***2010*** Very Good

* Awarded the Preliminary year for Master’s degree in English Literature

Faculty of Arts, Women’s College, Ain Shams University

***2008*** Good

* BA in English Language and Literature

Skills

Language skills

* Arabic – Native
* English – Fluent (IELTS = Band 8)

Computer skills and CAT tools

* MS Windows (XP, 7)
* MS Office (2007, 2010)
* Internet and search
* Installing and troubleshooting software
* SDL Trados 2007, 2009, 2011
* MemoQ
* SDLX
* Idiom server
* Translation Workspace
* Wordfast
* Across
* Passolo
* LTB
* XBench

Personal skills

* Team player
* Ability to work under pressure and tight deadlines
* Driven and energetic
* Fast learner
* Problem solver
* Flexibility and adaptability
* Broad-minded and open to new ideas and concepts
* Professional and practical

Personal Information

DOB & POB: August 1st, 1986 (Cairo, Egypt)

Nationality: Egyptian

Marital Status: Single

Interests

* Reading
* Writing (verse and prose, unpublished)
* History buff
* Charity and volunteer work
* Jogging

References and supporting documents

References are furnished upon request.