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| **PROFESSIONAL SUMMARY:**  |
|  | **Successful at maintaining meaning, flow, and specific characteristics of original words when translating documents or spoken words. Able to converse easily in [English-Arabic] languages. Detail-oriented English to [Arabic ] Translator and vise versa offering [15] years of experience. Demonstrated success in description settings to provide a range of translation services. Seeking a challenging position in a fast-paced environment.** |
| **WORK HISTORY** | **Translator April 2010 to May 2020** |
|  | **ISO Translation Firm Cairo, Egypt*** **Provided thorough, accurate, confidential translation service for clients.**
* **Reviewed final works to spot and correct errors in punctuation, grammar, and translation.**
* **Used excellent interpersonal skills to build trust with clients requiring [formal] translation services.**
* **Provided verbal summaries of non-English documents for immediate use.**
* **Applied cultural understanding to discern specific meanings beyond the literally written words.**
* **Replicated the flow, style, and overall meaning of the original texts.**
* **Utilized developed [technical translation] expertise to provide most-accurate translations within [Industry] environments.**
* **Replicated the flow, style and overall meaning of the original texts.**
* **Provided legal translation – official documents – technical translation, paraphrasing, etc**
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| **English Instructor January 2007 to January 2010**  |
|  | **Sun Languages Center, Cairo, Egypt*** **Taught English languages to adults**
* **Attended public events, providing information about English practices, teaching strategies, and sustainability plans.**
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|  **SKILLS**  | * **[English] fluent**
* **Cultural expertise**
* **Document review**
* **Compassionate communicator**
* **Business process understanding**
* **All types of translation**
 | * **Time management**
* **Motivational team player**
* **Software expertise**
* **Scheduling**
* **Extremely organised**
* **Data management**
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| **EDUCATION** | * **2007 Bachelor Degree - Faculty of Arts – English Department, Cairo, Egypt**
* **Elementary Translation Certificate– AUC**
* **Intermediate Translation Certificate – AUC**
* **Foundation Translation Certificate - AUC**
* **Legal Translation Diploma – AUC**
* **UN Translation Diploma - AUC**
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