**Name: Hend Ramadan Abdou.**

**Address:** **El-Zaidia, Oseem City, Giza Governorate.**

**Date & place of birth: El-Zaidia, 1/10/1987.**

**Contact information:**

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**Nationality: Egyptian.**

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| **Education** |

Bachelor of Arts in English Language and Literature from Department of English Language and Literature - Faculty of Arts -Cairo University, May, 2008 .

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| **Employment** |

Freelance translator since October 2008 till now.

Trained in Green Light translation office for a month.

Junior Translator at Saudisoft co. from February 2009 till March 2010.

Senior Translator at Bayan-tech from May 2010 till August 2012.

Freelance translator till 2014.

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| **Translation Tools (CAT)** |

Trados 7, 7.5, 8 & Trados 2009

Idiom WorldServer

Localization Studio 6.11

Translation Workspace

Wordfast & Wordfast pro

Microsoft Helium

PoEdit

Aspix Xbench (a quality assurance tool)

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| **Projects** |

\* I've participated in localizing these projects:

- Windows 7

- Windows 7 Online

- Exchange 14

- SAP documentation

\* Plus many other projects from such clients:

- Nokia

- Cisco

- Johnson Controls

- SJM (St. Jude Medical, Inc.)

- Google

- Hunter

- Sony Ericson

- Samsung

- Apple

- Microsoft Corporation

- Toshiba Corporation

- Pepsi (a marketing course)

- Asga

- Nimbuzz

-Skype

- WDL articles (World Digital Library articles)

- World Bank content (For UN)

-BWC CBM (confidence-building measures of Biological Weapons convention, "UN project") + other UN & UN-related projects

- A lot of Wikipedia Articles

- lots of Jumia content into Arabic

\* Plus many specialized materials (legal, medical, marketing and educational)

- Also participated in translating some books, such as "Fuchs - Mimesis and Empire"

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| **Computer Skills** |

Applications of MS office (Word, Access, Excel, PowerPoint), Ms Outlook & internet explorer.

Various CAT tools (stated above)

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| **Courses** |

* ICDL course.

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| **Language Skills** |

* Mother tongue: Arabic.
* Fluent in English language.
* Basic knowledge of: French.
* Passive knowledge of: classical Latin.

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| **Hobbies**  |

* Reading especially literature, history and a little politics.
* Writing poetry, essays and short stories.
* Listening to classical Arabic and western music.