

## Personal Information

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## Professional Summary

Dedicated English-Arabic/ French- Arabic translator with years of experience working in professional and scientific communities. Exceptionally accurate translation skills, including simultaneous translation between all parties during teleconferences and in-person meetings. Diverse translation work including proprietary scientific materials and large-scale executive organization documents. Consistently relied upon for verification and correction of translated materials. Experience teaching other translators through one-on-one mentoring and professional development courses. I am passionate about facilitating productive cross-cultural relationships and have created extensive informational material and coursework to help colleagues understand and develop cultural sensitivity.

## Skills

- Fluent in English, including, business vocabulary, and scientific terminology.
- Experienced with several computer programs, including Microsoft Office, SDL Trados Extremely precise and dedicated.
- Comfortable with both verbal and written communication, including preparing and giving presentations.

## Work Experience

### Senior Translator

**2014 -present**

Translate written and verbal communications between English - French and Arabic.

- Serve as on-call translator for teleconferences as required.
- Mentor intern translators, including teaching internal professional development courses and reviewing final project materials.
- Train new hires on company-specific translation standards, including proper handling of proprietary material.
- Provide review and verification of translation work as required, including materials created by third-party translation services.

### Translator

**2014-2016**

- Translated communications between Arabic-speaking and English-speaking parties as required.
- Completed backlog of written translations and entered information into digital database.
- Authored informational booklet of common phrases and cultural mannerisms to help colleagues during international communications.
- Received Outstanding Employee recognition.

### Translation Intern

**2013-2014**

- Participated in intensive professional training program translating written and verbal communications.
- Completed final project translating proprietary scientific study materials, including procedures, observations, methodologies, and results.

- Earned perfect score on final project.
- Briefed translated materials to foreign counterparts via video conference.

### **Part-Time Receptionist**

**2009-2012**

- Served as front desk attendant, including answering phones, greeting visitors, scheduling meetings, and maintaining front lobby.
- Created new system for filing and delivering time-sensitive documents to employees.
- Helped plan and execute company holiday parties.
- Recognized as Employee of the Month four times.

### **Education**

- BA degree in Translation from Al Azhar Univesity in Egypt 2014
- Courses for 4 years in General French language.
- Translation Courses in Arabic - French

### **Hobbies and Interests**

Enjoy cooking and playing the piano. Serve on city cultural awareness committee and help plan annual celebrations and events. Enjoy reading books and listening to classical music