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- **Objective:**

Seeking a position as a freelance/part-time English-Arabic translator and reviewer where I can employ my extensive experience and high qualifications as a specialized linguist and language consultant

- **Experience:**

- **Arabic Language Lead (Freelance)**

Apple, Inc. (Cupertino, CA, USA)

July 2015 - Present

I have been doing translation for the tech giant, Apple, Inc through a Europe-based translation agency. Since 2016, I have been participating in on-site translation tasks for Apple Inc. in its headquarters in Silicon Valley, CA, USA. I have been working on a number of Apple accounts including Marcom (market communication), Retail and Sales Training. Recently, I have been assigned the role of lead Arabic translator for the Marcom account.

- **Press Translator and Media Specialist (Part-time)**

Egyptian State Information Service (PR agency of the Egyptian Presidency)

May 2016 - Present

Part-time translator and media specialist performing a variety of tasks including media content translation and analysis.

- **Freelance English-Arabic Translator and Proofreader**

April 2012 - Present

Self-employed freelance English-Arabic translator utilizing my extensive experience in a wide variety of fields including the translation of UN, legal, technical, medical, automotive, marketing and IT materials.

- **Full-time Legal and Technical Translator**

Hafez Avocats, Garden City, Cairo

August 2010 - April 2012

In this renowned international law firm and arbitration practice, I served as a translator and reviewer of various legal and technical materials with special focus on arbitration and litigation-related documents. I have translated hundreds of documents ranging from statements of claim (SoC) and statements of defense (SoD) to financial expert reports, technical expert reports in the areas of construction, telecommunications, navigation,

hospitality and hotels. In addition, my work included the translation of Arabic and English court judgments, contracts, certificates and other legal documents.

▪ **Full-time Translator and Reviewer**

Lingo Soft, Giza, Egypt

May 2009 – April 2010

In this position, my duties included the translation and review of projects in IT field as well as software, hardware and website localization from English into Arabic and vice versa. I worked 40 hours per week.

▪ **Fulbright Scholar (Foreign Language Teaching Assistant)**

Arabic Language Instructor at *Middle Tennessee State University, Tennessee, USA*

August 2008 – May 2009

Under this Fulbright grant, I taught Arabic to international graduate and post-graduate students of different proficiency levels. I simultaneously studied courses in English linguistics and professional writing.

▪ **Full-time Translator and Reviewer**

Lingo Soft, Giza, Egypt

January 2007– August 2008

In this position, my duties included handling translation and localization tasks from English into Arabic and vice versa. I worked 40 hours per week.

▪ **Full-time Translator**

Future Group, Cairo, Egypt

January 2006 – January 2007

In this renowned localization agency, my duties included translating texts from English into Arabic and vice versa. The main focus was on software and website localization, as well as translating manuals for different hardware products. I worked 40 hours per week.

• **Education:**

✓ **The American University in Cairo**

College: School of Humanities and Social Sciences

Department of Applied Linguistics

Academic Degree: M. A.

Class: December 2018

Major: Applied Linguistics

✓ **Al-Azhar University, Cairo, Egypt**

College: College of Languages & Translation

Department of Translation and Islamic Studies in English

Academic Degree: B.A.

Class: June 2007

Major: English Arabic Translation and Islamic Studies in English

Grade: Very Good with Honors

✓ *Middle Tennessee State University, TN, USA*

Post-graduate courses in:

Professional Writing

English Grammar & Usage

• **CAT Tools and Computer Literacy:**

➤ **CAT Tools:**

<u>CAT Tool</u>	<u>Level of Proficiency</u>
SDL Trados	Expert
Wordfast	Expert
MemoQ	Expert
Across	Expert
World Server	Expert

➤ **DTP Applications:**

<u>Application</u>	<u>Level of Proficiency</u>
Adobe Acrobat	Expert
Adobe InDesign	Fair
Adobe Photoshop	Fair

➤ **Computer Literacy:**

		<u>Level of Proficiency</u>
Operating Systems	Mac OS	Expert
	Windows	Expert
	iOS	Expert
	Android	Expert
Office Package	Office 2003, 2007, 2010, 2014 and 2016, 365	Expert
iWork Package	Pages, Numbers, Keynote	Expert

• **Areas of Expertise:**

Following is a summary of the areas where have good experience and some of the corresponding projects I worked on:

International Organizations

Clients include:

- *Save the Children International*

• **Professional Memberships & Accreditations:**

Currently, the main Arabic translator for Save the Children International through a Europe-based translation agency.

- ***International Organization for Migration (IOM) Egypt***

Translated thousands of words, including a course titled "Overview of Egypt's Obligations Under International, Regional, and National Law", in addition to tens of other documents.

United Nations Human Settlements Programme (UN-Habitat)

I have been working on a freelance basis for both UN-Habitat Regional Office for Arab States in Cairo, Egypt as well as the UN-Habitat Egypt Office since 2014. I translated around 600,000 words for the two offices. Following are some projects I translated recently:

A book of more than 60,000 words (around 200 pages) named "Urban Development Strategy for Greater Cairo Region) from Arabic into English for UN-Habitat Egypt in 2014.

A 80,000-word project named "Report of preliminary studies and initial assessment of New Alamein City"

Other

Partial translation of UNICEF Website Material
Translation of Abu Dhabi Intangible Heritage Workshop "2009"

Document on the Types of UN International Instruments

Translated various projects for UNDP Lebanon
Greater Cairo Region Urban Development Strategy for UN-Habitat (A book of more than 200 pages)

Legal

Contracts

Employment Agreements (e.g. Employment Contracts for BOEING MIDDLE EAST LIMITED)

Contracts of Sale

Contracts of Rent

Construction Contracts

Court Decisions

Court decisions issued by Egyptian courts of first instance

Court decisions issued by Egyptian courts of appeal

Court decisions issued by Egyptian courts of cassation

Arbitration Awards

Awards rendered by arbitral tribunals in the following fields:

Telecommunications

Construction

Navigation

Marketing & Business	<p>Apple.com/ae-ar (I am one of the main translators who work on Apple Inc.'s marcom account)</p> <p>Apple Newsroom for UAE</p> <p>Avari Limousine website</p> <p>McCain Foods Website</p> <p>WebMD Healthcare Website, and others</p> <p>Translated more than 50,000 words for <i>Gensler Architects</i></p>
Website Localization	<p>Apple.com/ae-ar</p> <p>www.keepersecurity.com/ar_AE/</p> <p>Translation of TCS (Fabrics Website)</p> <p>Translation of the website of Cancer Council NSW</p> <p>Translation of the National Bank of Oman website</p>
HR, Development & Corporate Policies	<p>Translation of Administrative/Technical Performance Reviews</p> <p>Employee Self Evaluation Forms</p> <p>More than 30.000 words for the Qatari developmental foundation of Silatech</p> <p>Code of Business Conduct for Warnaco Group, Inc.</p> <p>USAID/Tatweer Program</p> <p>Memorandum of Understanding Between "Consolidated Contractors Company Group" and "Silatech"</p> <p>Leadership Development Program - Facilitator's Guide (Around 40,000 words)</p> <p>Proofreading of Code of Conduct of Amgen</p>
Financial & Banking	<p>Feasibility Study for the Establishment of Bank of Baghdad's Branch in Lebanon</p> <p>Translation of banking services offered by the National Bank of Oman</p>
Hardware	<p>Manuals for Samsung DVD Player, Canon, HP "Printers", Dell, Toshiba</p>

Software Localization	Keeper Security app and website (More than 100,000 words) Planner 5D app Manga Rock app OfficeSuite app TxtAnalyser app Microsoft Office localization Localization of InterCall Conferencing Software Localization of Voxer Instant Messaging Application Localization of iOS and Android apps including Viber, Coco and others.
Medical & Healthcare	WebMD "Healthcare Website Material" H1N1 Fact Sheet More than 20000 words about dangers of Smoking and the United Nations Framework Convention on Tobacco Control (UNFCT) Translation of hundreds of thousands of words for Informed Consent documents for Amgen and Bristol Myers Squibb
Website Localization	Apple.com/ae-ar WebMD Medical & Healthcare website McCain Food Products Avari Limousine Website Content
Telecommunication	Siemens "Manual" Nokia - Motorola "User Manuals - UIs" Translation of technical content for Telecom Egypt
Tourism & Hospitality	Translation and proofreading of more than 100,000 words for Rotana Hotels website Translation of more than 100,000 words for Hilton Garden Inn Translation of food menus for renowned Italian restaurants in Abu Dhabi and Dubai
Automotive	Kia Motors "Trainers Manual", Troop Seating vehicle operations manual MiniScreed Machine for Concrete Screeding Hyundai: Tucson/ix35 New Model Sales Training Manual Material for Hyundai's Sonata Sales Skills Sonata New Model Product Training Translation of course on Chevrolet Malibu Sales Translation of tens of thousands of words for BMW Magazine and BMW website (topics included: Bluetooth technology in BMW vehicles, BMW convertible vehicles, etc....)

Certificates & Diplomas	<p>A variety of certificates and personal documents including:</p> <ul style="list-style-type: none"> Identity Cards of persons from different Arab countries Syrian Marriage Statements Egyptian Marriage Contracts Jordanian Marriage Certificates Egyptian Birth Certificates Divorce Certificates Affidavits of Single Status
Customer Questionnaires & Surveys	<ul style="list-style-type: none"> PayPal Online Emerging Markets cross border buyers Online Questionnaire Nokia Listening to Trade Customers 5 (LTC 5) Final Questionnaire Starchoice Program Review Members' Questionnaire Intel RCO Customer Satisfaction Survey 2009 Dole Asia Regional Branding Study Questionnaire Server and Storage Workloads 2009 Survey Infant Formula Survey Baskin-Robbins Concept Test
Occupational Safety Procedures and Instructions	<ul style="list-style-type: none"> Around 100.000 words on a variety of safety-related topics for ESS Support Services 30.000 words for <i>Gensler Architecture</i>
Political	<ul style="list-style-type: none"> Many articles for <i>Gallup.com</i> Translated various articles for the well-known Iraqi news website: <i>Mawotini.com</i> Translated articles posted on <i>www.watchingamerica.com</i> A script of a TV Show on Palestinian-Israeli Dialogue (Approx. 5000 words)
Military	<ul style="list-style-type: none"> Tactical Combat Casualty Care (Around 20.000 words) Military Vehicles (US Army military vehicles)
Education and Education Institutions	<ul style="list-style-type: none"> Manual for <i>Fr. Francis McSpiritt's Safe, Caring, Inclusive Catholic Schools</i> Materials for <i>Alexandria City Public Schools (ACPS) - Virginia, USA</i> Materials for the <i>Parent Institute for Quality Education</i> Materials for <i>John Adams Elementary School</i>
	<ul style="list-style-type: none"> ▪ Member of the <i>American Translators Association (ATA)</i> since 2008

- Certified Member of *Arab Translators Network - Arab Professional Translators Society (ATN/APTS)* since 2008
- Certified Member of *Proz.com* since 2009
- Certified Member of the *Egyptian Translators Association (EGYTA)* since 2008
- Full Member of the most well-known online translation websites, including (*proz.com* and *translatorscafe.com*) since 2006

• **Conferences and Seminars Attended:**

- *The Fulbright Foreign Language Teaching Assistant Workshop* (December 10th -14th, 2008), Grand Hyatt, Washington DC, USA
- *Southeast Regional Middle East and Islamic Studies Seminar, "SERMEISS"* (October 17th -19th, 2008), Valle Crucis, North Carolina, USA
- *Proz.com First Virtual Conference* (September 30th, 2009)
- *First Proz.com Seminar in Egypt* (April 25th, 2010)
- **2018 Belt and Road Journalists Forum** (June 10th - 15th, 2018) Beijing, China

• **Personal Interests & Other languages:**

- Good command of German. My hobbies include reading, learning new languages, playing soccer and swimming.

• **References:**

- References shall be furnished upon request.