

**Maie Azmy Mahmoud Said**  
**Translator & Technical writer**  
002 01003351197

**Personal Information**

Date of Birth: 12/10/1977  
Place of Birth: Cairo, Egypt  
Marital Status: Married  
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**Education**

**School:** St. Joseph's Language school  
Graduated in 1995

**University:** Ain Shams University  
Faculty of Alsun  
English Department  
1999  
Grade: Very Good

**Additional Courses**

Courses in the French language at the CCF (Centre Culturel Français),  
I have already passed nine levels.

**Researches**

1. Graduation research on Literature: "**Modernism in the Novels of D.H. Laurence**".
2. A translation research on **collocations** (the appropriate selections of certain nouns and/or adjectives that should be used with one another).
3. A translation research on **idioms** (English expressions that should be translated as a whole and not word by word).

**Languages**

**Arabic** Mother Tongue  
**English** Excellent  
**French** Very Good

**Computer Skills**

Microsoft Office (Word, Power Point & Excel)  
Snag it  
CAT tools (Trados – Memo Q – Wordfast – Smartling)  
Internet  
Social Networks

## **Current work**

- I am working as freelance translator (English-Arabic-English) and (French-English) since 2008. I translate general, technical, scientific, economic, business, industrial and literary documents. In addition to press releases and sports' articles. I have long experience in various fields.
- Freelance translator and proofreader for Allocatrans:  
<http://www.allocatrans.com/>
- Freelance technical writer and content creator at WriteIT  
<http://writeit.ws/>

## **Previous Work Experience**

### **From June 2000 to April 2002**

Employer	Data Management Systems (DMS)
Job Title	Technical writer and Translator
Job Description	<ul style="list-style-type: none"><li>• Documentation of the user manuals of the software programs the company produces (in English)</li><li>• Translation of documents and user guides of the company</li><li>• Writing brochures</li><li>• Converting the user manuals into Help Programs using Robo Help</li></ul>

### **From August 1999 to May 2000**

Employer	Al –Farouk Islamic Language School
Job Title	English Teacher
Job Description	Teaching the English Language for fourth and fifth primary