**Marwa Taha Hussein**

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**Summery Skills**

A multi-skilled, reliable with a proven ability to translate written documents from a source language to a target language. A quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds. Well mannered, articulate & fully aware of diversity & multicultural issues.

**Objective**

* Would like to work as a translator for a successful and ambitious company that offers great opportunities for career development and progression.

**Academic Qualification**:

Faculty of Humanities

Department of Language & Simultaneous Interpretation

Major: English

Graduation: May, 2005

**Experience:**

***Al Shafar Investment Group******August, 2008 till date*** *Dubai, UAE*

***Translator- Admin Assistant***

Providing a translation and interpretation service to the company. Involved converting documents and articles from one language into another and ensuring that the finished converted documents are mostly clear and close to the meaning intended.

* Translate documents into specific language accurately, maintaining message content and context.
* Translations include all the governmental documents, memoranda of understanding, contracts, decisions, and the legal documents.
* Proofread, edit, and revise translated materials.
* Administrative and interpretations support to department staff (from English to Arabic and vice versa)
* Handling foreign correspondence (letters, faxes etc.), typing/word processing.

***Lycee Language School EGYPT***



*Kinder Garden Teacher, February, 2007 to October, 2007*

***Egypt Translation Agency***

*Freelancer Translator**October, 2005 till December, 2006, Cairo- Egypt*

* Convert concepts in the source language to equivalent concepts in the target language
* Using specialist dictionaries, thesauruses and reference books to find the closest equivalents for terminology and words used.
* Researching legal, technical and scientific phraseology to find the correct translation.
* Proofreading and editing final translated versions.
* Consulting with experts in specialist areas;
* Supplying subtitles translation.
* ***Translations Areas***
* Business & Commercial
* Political & press
* commercial
* literary
* legal; and educational documents

* ***KEY SKILLS AND COMPETENCIES***
* Excellent communication and social skills.
* Familiar with translation software tools
* Able to work to tight deadlines.



* Highly skilled in Word, Excel and Microsoft outlook

**Personal Data**

Nationality: Egyptian

Date of Birth: January, 1982