Mary Kamel Habib

5 Kamal Hassan Ali St. Sheraton, Cairo, Egypt

Mobile: 0122-7316711 • Email address: marykamel79@gmail.com

**Personal Profile**

A multi-skilled, reliable & talented translator 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. Flexible in the ability to adapt to challenges when they arise & at the same time remaining aware of professional roles & boundaries.

**Career Objective**

Would like to work as a freelance translator/simultaneous interpreter for a growing company that offers great opportunities for career development and progression.

**Education and Training**

**[1996 – 2000] Ain Shams University , Faculty of Alsun, English Dept.**

**[2005 – 2006] Cambridge International Diploma in Office Administration, Cambridge University**

**[2003 – 2004] Human Resources Management Diploma,**

**The American University in Cairo, AUC**

**[1999 – 2000] Translation Courses**

**The American University in Cairo, AUC**

* Financial , Commercial , and Economic translation ( English/Arabic/English)
* Newspaper reporting translation ( English/Arabic/English)
* Topics Translation ( English/Arabic/English)

**Employment**

**[January 2008 – Present] Freelance Translator Many Translation offices**

**[January 2007 – Present] Translator / Simultaneous Interpreter Foreign Trade Training Centre, (FTTC) –**

**A Japanese-aided project established by Japan International Cooperation Agency (JICA)**

**Main tasks performed:**

* Attend conferences, meetings and lectures with the Japanese Team and act as official interpreter of discussions.
* Translate the training material of the Centre in the fields of Export, Marketing and Management from Arabic into English to be reviewd by the Japanese team and to be sent to JICA main office.
* Translate the training material the Centre receives from international institutes from English into Arabic.
* Edit and proofread final translated versions of the training material.
* Liaise with instructors to discuss any unclear points.
* Translate the internal documents & correspondence to be reviewed by the Japanese Study Team.
* Translate the brochures, flyers and other informational material of all training programmes.
* Translate important newspaper economic articles and news.

**Sample List of Interpretation Assignments:**

* Simultaneous Interpreter for the “HP Microenterprise Acceleration Programme (MAP)”, sponsored by United Nations Institute for Training and Research (UNITAR), International Trade Centre – ITC, Geneva, Switzerland and Hewlett Packard- HP Egypt and inaugurated by Dr. Ahmed Darwish, Minister of Administrative Development - January 24 to January 25, 2007.
* Simultaneous Interpreter for ITC First International MLS-IPSCM Network Roundtable, A 3-day Roundtable organized by International Trade Centre – ITC, Geneva, Switzerland in co-operation with the Foreign Trade Training Centre of Egypt for the worldwide network of MLS-IPSCM partners 24-26 March 2008.
* Simultaneous Interpreter for "Market Intel – The Future of Egypt" Workshop sponsored by Centre of Promoting Imports from Developing Countries, CBI, The Netherlands 19 – 20 November 2007.
* Simultaneous Interpreter for "WTO Regional Seminar on Trade Negotiation Techniques for English Speaking African Countries" sponsored by United Nations Institute for Training and Research (UNITAR) 14 – 16 May, 2009
* Simultaneous Interpreter for the opening ceremony of "Effective Trading Practices" Workshop sponsored by UK Institute of Export July 2009
* Simultaneous Interpreter for the opening ceremony of "Basics of Statistical Analysis" Workshop sponsored by Indian Institute of Foreign Trade (IIFT) February, 2010.
* Simultaneous Interpreter for "International Marketing & Export Strategy" Workshop implemented by International Trade Finance Corporation (ITFC), Saudi Arabia.

### [January 2002 – December 2006] [Policy Support and Translation Officer] [Embassy of India – Cairo, Egypt]

**Main tasks performed:**

* Prepare written translations of documents and letters in Arabic, English.
* Act as interpreter for the Embassy and official visitors.
* Monitor the Arabic language press for domestic, political, economic, security and other developments relevant to Indian interests. Translate or summarize articles of particular interest.
* Monitor Arabic language radio and television news, especially in rapidly-changing/ developing situations. Keep Embassy staff informed of developments relevant to Embassy interests.
* Undertake in-depth research tasks for reporting or general background purposes. Present results in either written or oral format as required.
* Assist with Indian trade promotions including: identifying commercial opportunities for India and supporting visiting Indian business/political delegations.
* Assist the Ambassador and policy officers in strengthening India's constituency in Egypt through developing a network of key contacts in the public and private sectors and in civil society.

**Skills**

**Languages:**

Arabic: mother tongue English: Excellent French: Good

**Computer Skills:**

Excellent Computer & Typing Skills

**Personal Data:**

Birth date: 1 October 1979

Marital status: Married

Nationality: Egyptian