Mona Mohamed Timor Mahmoud Shehata 2016

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| Contact Information | Address: 568 El-Horreya Ave., Gleem, AlexandriaPhone Number: 03 – 5856224Mobile Number: 0100 –3650990E-mail: mona.shehata89@gmail.com |
| Work Experience | **Dec 2010 – Dec 2015 :**Worked in Atarjamat Excellence Centre (Translation and Research Office) Translator/Transcriber/Subtitler SEO (Link Building) Data Entry March 2013-Dec 2015 Translation and Data Entry Team Leader**Feb 2011- Present** :Freelance Translator**Sep 2011-Present:**Part Time Translator at Bibliotheca Alexandrina, Planetarium Science Center **April 2013-Present**Freelance translator at Commanine Translation & Localization |
| Education | **2006 – 2010:** Graduated from Alexandria University, Faculty of Arts, English Department, Linguistics and Translation Section.**1995- 2006:**Completed General Secondary Certificate at Kaumeya Language School, Alexandria. |
| Age |   27 |
| Computer Skills | * ICDL Certificate
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| Interests | * Reading
* Swimming
* Surfing the net
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| Courses |  * Attended a Legal Course in Faculty of Law, Alexandria University (Wording/Phrasing, Commercial & Maritime Contracts’ Translation)
* Written Translation Diploma in Institute of Languages and Translation in, Faculty of Arts, Alexandria University (Fall 2013-Summer 2015).
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| Memberships | * Alexandria Sporting Club
* Smouha Sporting Club
* Yacht Club of Egypt
* Engineer’s Club
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| **Language Skills** | * Arabic: Native
* English: Excellent
* French: Basic (attended a course in French oral and written in the Faculty of Arts: Unit of Translation and Linguistic Studies, received a certificate of “Excellente” in the first level)
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| **Volunteer Work** | * Marketeer in Motherhood Story Competition [2014] (The Forgotten Writers’ Foundation)
* Editor at HR Revolution Middle East Magazine (2015-Present)
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