**Curriculum Vitae**

Personal information:

Name : Nesreen Mohammed Sami Kitaz.

Location: Saudi Arabia ,Riyadh.

Nationality : Syrian .

Scientific Degree:

Bachelor degree in English literature.

Graduating year:2008

University: Faculty of Humanities and Arts, Syria .

Years of Experience:

4 years in translating texts from Arabic to English and vice versa.

Fields of Expertise:

Working on different specializations such as:, legal , literal , entertainment, scientific , medical, technical, education books( math , science and physics), manuals , articles, business , engineering, IT, marketing , electronics , communications and more others. In addition to subtitling, proofreading and editing.

History of Employment:

(Nilaco)Noble Inspection and Loss Adjustment Company, AIMS (Arabic Institute for Marketing and Sales), Bin Saleh Law firm, different certified translation agencies in K.S.A like: Almadani Translations – HTO Translations – Experts Translation. Global agencies like Lingua translations in Belgium, Link Translations in USA and Language Insight in UK.

Skills:

1. Using Computer Programs:

Word, Excel, power point, outlook, Access, and Internet websites.

2. Using CAT tools like wordfast, trados and others.

3. Typing skills in both languages.

Languages:

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| --- | --- |
| Level | Language |
| Expert | Arabic |
| Expert | English |

Courses and programs:

CTP (Certified Translation Professional) program from global translation institute, U.S.A

Contact Information:

Address: Kingdom of Saudi Arabia, Riyadh, Olaya district.

Mobile No. +966565001894

Email: [sight\_of\_life@hotmail.com](mailto:sight_of_life@hotmail.com)