***Mrs SAFAE ALEM***

***Translator and Proof-reader***

**Date of birth:** 17/04/85

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                              EDUCATION

**2005-2008:** King Fahd School of Translation, Abdelmalek Essadi University,Tangier

 **Master’s Degree in Translation, Arabic- English- French**

**2004-2005**:  Faculty of Letters, Abdelmalek Essadi University, Tetuan.

 **Degree of General University Studies, English Studies**

**2002-2003**: High School; Charif al-Idrissi - Tétouan

 **Scientific Baccalauréat**

                          PROFESSIONAL EXPERIENCE

* **2006 – Present date:** Freelance Translator and Proof-reader

 (Specialised in general, scientific, medical, legal, business, economic, media, military, IT, and art texts)

* **2011 – Present date:** Linguist at IA Translation Office - Tangier

(Participation in translation projects with national and international organizations)

* **October – January 2009:** University teacher of English language (Department of Islamic Education)
* **October 2008:** Interpreter hired by the Greek embassy to a delegation of Greek business men.
* **May 2008:** Internship in the language centre Dar Loughat – Tetuan.
* **March 2008**: Interpreter (English into Arabic and vice versa) at DARNA association in Tangier
* **February 2008**: Volunteered interpreter for a USA medical caravan; Moroccan
Arabic - English and English – Moroccan Arabic in Tangier.
* **June 2007:** Internship in Bakhti office of translation.
* **July 2006:** Internship in Bakhti office of translation.
* **April 2006**: Interpreter (English into Arabic and vice versa) at DARNA association in Tangier
* **2004-2005** Teacher at Taw’ia wa al-Ihssan association in Tetuan.

                                                    LANGUAGES

* **Arabic:** Fluent
* **English:** Fluent
* **French:** Fluent

                                                     LANGUAGE PAIRS

* **English > Arabic** ▪ **French > Arabic** ▪ **French > English**
* **Arabic > English** ▪ **Arabic > French** ▪ **English > French**

                                             COMPUTER SKILLS

* Windows
* Microsoft Office
* Adobe Reader X
* SDL Trados 2011
* Camtasia Studio
* Internet Searching

                                            INTERESTS & HOBBIES

* Reading history, science, and art books
* Cooking
* Travelling - Exploring new places
* Volunteering work
* Internet