



# Sama Saeed

## Bilingual EN-AR Translator



Al Jizah



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### PROFILE

A professional (EN-AR) translator that has been translating passionately for 9 years. A sophisticated researcher that searches for the best way to localize every piece of content to the target language destination. Working in the medical/ technical/ general/ legal/ financial/ e-commerce translation domains, I always ensure the client's satisfaction with high-quality translation while meeting the deadline requirements.

### CAREER

#### Account Executive (Remote) Oct 2022 – Jan 2023

Kenshō Mindful Communications - Oman

Handling different content orders in various domains between EN and AR:

- Ensuring that the files are written/finalized up to the standards.
- Performing QC on the documents after they're written/translated.
- Making sure that every project meets its planned-for deadline.
- Coordinating between the client and the Heads of Functions to ensure that the translation/editing/writing/QC is performed up to the standards.
- Working on innovation/smart solutions and introducing new technologies to the workflow.

#### Project Manager (Remote) Feb 2022 – Oct 2022

AGATO Legal Translation - Dubai

Managing projects in various domains and languages:

Medical/ Technical/ General/ Legal/ Financial/ General:

- Ensuring that the files are performed up to the standards.
- Performing QC on the projects files after they're translated.
- Making sure that every project meets its planned-for deadline.
- Coordinating with inhouse and freelance translators to ensure that the Translation/Editing/QC is performed up to the standards.
- Working on innovation/smart solutions and introducing new technologies to the workflow.

#### EN-AR Freelance translator 2022 - Present

Amazon.com

Translating files from home in the following fields:

E-commerce:

- Ensuring that the clients are satisfied with the target files.
- Making sure that every project meets its planned-for deadline.

#### EN-AR Freelance translator 2022 - Present

Localizone Translation Co.

Translating files from home in the following fields:

Medical/ Technical/ General/ Legal/ Financial/ General/ E-commerce:

- Ensuring that the clients are satisfied with the target files.
- Making sure that every project meets its planned-for deadline.
- Accepting both Human and MTPE Translation projects.

#### EN-AR Senior translator 2019 - 2021

Glory company for translation and project management

Translating files remotely in the following domains:

Medical/ Technical/ General/ Legal/ Financial/ General, with a quota of 55,000 words per month.

- Ensuring that the clients are satisfied with the target files.
- Revising and reviewing files translated by our colleagues, then providing feedback.
- Making sure that every project meets its planned-for deadline.

#### EN-AR Medical Interpreter 2017 – 2018

Language Line solutions - Teleperformance Getting calls from both the client and the L.E.P. (low English proficient) then interpreting what the English speaker says to them and vice versa.

- Interpreting everything that goes on during the call bilingually.
- Ensuring that the interpretation is precise and meeting the required quality.

#### EN-AR Freelance Translator 2014 – Present

Accepting translation projects from various clients/ offices/ companies then delivering them on deadline.

- Having an excellent team in data entry for the required projects.
- Translating files before the required deadlines with an exceptional quality.

### EDUCATION

Grammar course	University of California	2015
TESOL Certificate	University of California	2015
Faculty of Engineering	Cairo University	2007 – 2012
English Course	Not Courses Academy	2005 – 2008

### Professional skills

- MS-Office
- Excellent Researcher
- Highly fluent in English and Modern Standard Arabic
- SDL Trados
- Adobe photoshop
- ICDL
- Adobe Acrobat
- MemoQ
- SmartCAT

### Personal skills

- Team player/leader
- Outgoing Perfectionist
- Sociable/Down to Earth
- Enthusiastic

### Expertise

- Researching the abbreviations for translating them precisely.
- Translating in most of English – Arabic fields (Medical/ Technical/ General/ Legal/ Financial/E-commerce).
- Translated Quotations/ Engineering projects/ Medical reports/ Medical diagnosis/ Hospital records/ Medical Prosthesis manuals/ Catalogues/ Legal Contracts/ Legalisations/ Regulations/ Financial auditing projects/ account statements/ Bills/ Technical projects (Manuals and Guidelines)/ Quotations and proposals/ Engineering projects.
- Voluntarily worked in translation in the human rights field.
- Caring for the localization of the target language files to the utmost level.
- Reviewing my fellow translators' projects and giving them feedback.



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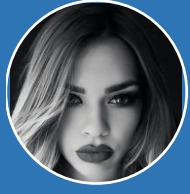


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## Track Record

The following projects are translated/reviewed/proofread by me throughout my career:

- Rework: A Book in Entrepreneurship by David Heinemeier Hansson and Jason Fried for Rqjim.com
- A part of How Google Works by Eric Schmidt and Jonathan Rosenberg.
- Auditing Financial Statement for TCM Biosciences Inc.
- Auditing Financial Statement for NEXT BT Co Ltd.
- Duo Prime Care Medical flyer.
- Lower Limb Prosthetics brochure for Ottobock.
- Firm-fixed price contract for SUPPLY & installation of:
  - 1 Primary quartz crushing plant
  - 1 Secondary quartz crushing and washing plant
  - 2 Quartz treatment plants
  - 1 Bretonstone® slab plant mod. BL-CM4-J-DF-R3
- E-mails and invoices for Humaiel Capital Trading L.L.C. and Salalah Beach Tourism Development Company SAOC.
- Environmental Protection Agency Laboratory Information Management System Proposal, Quotations and BOQ.
- Statement of Accounts for Sandhi Transport L.L.C.
- Products' description for UGINT company.
- Cluster 1 and transportation frame design for Scottishpower renewables company.
- Letters and E-mails between ABS Group and Farhan Commercial Company Ltd.
- KAHRAMAA Branding Guidelines.
- Directors Report 2020 for Arab Sea Information Systems Company.
- Software proposal for Fame Business Solutions.
- Hydrological Study for new refinery project (Al-Zour, Kuwait) for Fugro Company.
- Correspondence between Zener Electrical Contracting L.L.C. and National Engineering Bureau in Dubai regarding Variation Quotation for Villa C & D Basement SPA in the Emerald Palace Hotel and villas.
- Terms and Conditions for the Security X-ray Supply Project for The General Administration of Smart Utilities Technologies at the Zakat, Tax and Customs Authority.
- Iconic Thinkers Book for Meredith Glaser & Mattjis van't Hoff.
- The City at Eye Level Book for Hans Karszenberg & Jeroen Laven.
- Saudi Smart ID (SSID) and Smart Pass (SSP) Contract for Saudi Tourism Authority.
- Street Design Manual – Ann Arbor Downtown.
- Federal Gazette publication No. 703 regarding the federal laws no. 10, 11, 12 for the year 2021 and the federal decree no. 67 for the year 2021.
- International Journal of Architectural Computing (IJAC) | Journal 11.
- SD Biosensor LipidoCare user manual.
- Brochures for wireless communication devices and software for Airbus. (Tactilon Agnet 500/ 800/ 900/ TB3/ TB3c/ TB3HP/ TB3P Mini/ TB4/ TH1n/ TH9/ TMR 880i/ Tw1m).
- Honda spare parts for motorcycles and cars.
- Memorandum of understanding and correspondence between Man Industries India Ltd. and Al Zahem International Co.
- Make up products for Flormar (the famous international make up brand) with localization.
- Men/Women/Children Dossier for Desigual with localization.
- Skin care products and brochures for Nature Republic.
- Children's playgrounds and Public Parks code in Kuwait.



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- Peugeot website content for the new edition cars, services, brochures, terms and conditions, and offers for 2022.
- Party Center website localization for Saudi Arabia (300,000 words).
- Proofread **Oman's** "Hydrogen Transition for Ports in Oman" report.