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| Samia Samir Zaki | | | |  | | | |
| **Profile** | | **I am an ambitious and focused individual who enjoys working as part of a team and thriving on new challenges and responsibilities, with a deep interest in translation. I consider my self to be self motivated, confident, enthusiastic, energetic & disciplined, with a proven ability to meet deadlines in a pressured working environment.** | | | |  | |
| **principle Studies** | | B.A in English Language 2001 | | | | **Faculty of Alsun -Ain Shams University** | |
|  | | | | |  |
|  | | | * **Major: English** * **Minor: Italian** * **Project: A Literary translation** | | | | |
| **Additional Studies**  **& certificates** | | Translation (English <> Arabic) | | | | **American University in Cairo** | |
|  | | | | |  |
|  | | | * **Professional Diploma in Legal Translation (still continuing)** * **Professional Diploma in UN translation** * **Career Certificate in UN Translation** * **Career Certificate in Legal Translation** * **Career Certificate in Media Translation(still continuing)** * **Foundation Certificate in Written Translation** * **"Translation at the UN" Workshop Certificate-AUC** * **" Arabic and International Organizations" Workshop Certificate-The House of translation**   **Subjects studied include :**   * 1. **Advanced Legal Documents into Arabic & into English**   2. **Advanced UN Manual for Arab Translators**   3. **UN projects into Arabic & English**   4. **UN Manual for Arab Translators**   5. **Legal Documents into Arabic & into English**   6. **Econ. Finan. Com. into Arabic & into English**   7. **News paper into English**   8. **Translating speeches**   9. **Documentary Translation into Arabic& English**   10. **Research Tools for Translators**   11. **Translation Linguistics- Lexicography and Terminology**   12. **Contrastive Analysis**   13. **Introduction to Translation from French into Arabic** | | | | |
| **Languages** | | **English : Excellent in both written & spoken**  **French : Good basics for understanding**  **Italian : Good basics for understanding** | | | |  | |
| **It Skills** | | **Very good in windows application :**  **word, excel, PowerPoint, outlook, e-mails, internet** | | | |  | |
| **Experience** | | **Maghraby Agriculture** | | | |  | |
|  | | **From 2008 Till now** | | | | | **Translator** |
|  | | Responsibilities:   * Translate contracts, agreements, policies, reports, market news, statements…etc. * Translate foreign studies on economic state for certain markets. * Translate certain USDA reports on certain markets of other countries in terms of production and export. * Translate Official documents from and to Arabic and English. * Translate statistics and statements for certain studies and prepare reports for such studies. * Translate a variety of written materials such as correspondence, reports, manuals, and textbooks from English to Arabic and vise versa, maintaining the content, context and style of the original material to the greatest extent possible. * Translate Official documents from and to Arabic and English. * Assist in the production of any Power Point presentations, posters, tables, graphs, etc.   Admin Assistant From May 2003 till 2008   * Responsible for filing System both manually and computerized. * Take minutes in meetings. * Assist in choosing new candidates for interview to join our work force. * Contact Shipping Forwarders and following up delivery Schedule. * Contact Customers and following up their requests as needed by work course. * Draft executive reports to the Managing Director based on my following up to Inquiries, Tenders and orders in both industrial and Aviation divisions of the company.   Freelance Translator  Including but not limited to :   * The Master Guaranteed Note Purchase Agreement between Private Export Funding Corporation (PEFCO) and RZB Finance LLC. * Balance sheets and Auditor's reports * Med fly Filter Rearing System Report. * Al Ahly Bank Confidentiality Agreement * NATIONAL PEACH FRUIT FLY ERADICATION PROGRAM IN EGYPT * Crop Insurance Policy from ASDA. * Educational Curriculum & other kinds of educational materials. * Degree Verify Certificate from Colombia University & North Carolina State, other formal letters and certificates. * Medical Reports on Some Patients' status. * Letters from the EU Council. * Memoranda of Legal opinion. * Insurance certificates –National Organization for Social Insurance. * Speeches delivered by Field Marshal Tantawy and a Libyan leader in the GEC Summit. * Formal bank Letters. * Aviation permissions- **Ministry of Civil Aviation** * Other projects, agreements and contracts from Dubai, Qatar, Saudi Arabia and Kuwait. | | | | | |
|  | | **Chairman's Assistant** | | | | **Helcomtals Co. for Hollowware industries** | |
|  | | **From April 2002 Till May 2003** | | | | |  |
|  | | * Translation * Prepare all written tasks and responsible for all correspondences (written & verbal) related to the foreign customers. * Prepare detailed reports on the status of every project * Follow up the factory deliveries with the factory manager and other departments to confirm the schedule with customers and satisfy their needs. * Prepare the invoices, and following up the customers till receiving payments. * Worked closely with the chairman in dealing with clients. * File all the chairman's private work, revising and following up his private accounts * Attend the chairman's meetings and taking notes. * Manage the agenda & daily appointments, travel, hotel arrangement…etc. | | | | | |
|  | | **Coordinator in the Marketing Dep.** | | | | **EMCO for Marketing** | |
|  | | **From July 2001** | | | | |  |
|  | | **Responsibilities:**   * Supervise the representatives of the company * Organize events * Prepare reports for the projects of the company * Other merchandizing activities | | | | | |
|  | | **A secretary trainee** | | | | **Orascum construction industries** | |
|  | | **Before graduation** | | | | |  |
|  | | A secretary trainee ( filing , typing correspondences, sending and receiving faxes & e-mails) | | | | | |
| **Personal Data** | | **Date of Birth : 13/11/1980** | | | | |  |
| **Place of Birth : Cairo** | | | | |
|  | | **Marital Status : Married** | | | | |  |
|  | | **Nationality : Egyptian** | | | | |
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