



SHAYMAA MOSTAFA MOHAMMED

Translator, Content writer, transcriber and subtitler

PROFILE

Qualified professional English<>Arabic translator, content writer, Editor, Transcriber and Subtitler with excellent communication and interpersonal skills. Hard-working, friendly and very much a team player. Seeking a position in a professional business environment.

CONTACT

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PERSONAL SKILLS

- o Ability to work under pressure
- o Energetic & self-motivated
- o Working with team effectively
- o Able to learn how to do new tasks quickly

EDUCATION

- **University Degree:** B.A.
- **University:** Ain Shams University
- **Faculty:** Al-Asun Graduation
- **Year:** 2010
- **Overall Grade:** Good

WORK EXPERIENCE

Amana Capital - Economic Editor
2017–Present

Writing and translating economic and financial news and reports.

IBDL - English <>Arabic Translator /Subtitler
2016–2017

Translating an educational book about business administration from Arabic into English. Also, providing Arabic and English subtitles of business-related videos.

Markets Voice - English <>Arabic Translator /Subtitler
2015– 2016

Translating economic / business Videos

MAD Solutions - English <>Arabic Translator /Subtitler
2014– 2015

- Translating Arabic press releases into English to be published on the company's Websites and in other foreign and Arab media outlets
- Translating social media plans into Arabic or into English
- Translating into Arabic film synopses
- Copywriting English content for English films

Arabic Trader LLC- English <>Arabic Translator
2010– 2014

- Translating English economical articles and news from various websites into Arabic and post it in the portal of <http://www.arabictrader.com/portal/ar/home>.
- Posting the results of the Forex Economic Calendar on time and translating a piece of news commenting on the results of the various indexes.
- Translating Forex news at <http://www.fxstreet.com/> into Arabic in less than 12 minutes without any grammatical or spelling errors.
- Translating English economic news from the Market News International (MNI) into Arabic in less than 10 minutes.

OTHER SKILLS/QUALIFICATIONS

TOOLS:

- SDL Trados 2007 - SDL Trados 2011 - SDL Trados 2014
- Wordfast
- Workshop Subtitles
- Aegisub
- Subtitle Edit
- Memsorce
- MemoQ
- Transcription tools
- Wordpress

LANGUAGES SKILLS

- Arabic: Mother tongue
- English: Excellent
- French: Fair
- German: Fair

COMPUTER SKILLS

- MS Office Applications
- Internet Searching and Surfing
- ICDL Certificate

REFERENCES

Furnished Upon Request

- Editing the translation outputs of newcomers.

Pharma Med - English <>Arabic Translator

From September 2010 till December 2010

- Translating English Medical documents into Arabic such as: medical researches

eventgate.net - Freelance English Editor

From December 2012 till January 2012

- Editing English articles and entries

Iqraa (ART) – English<>Arabic Subtitler

From June 2012 till December 2012

- Translating Arabic into English Islamic programs subtitles

Feedback me - Freelance Transcriber

May 2012 till December 2013

- Translating Arabic market research audios into English

Courses

- March 2013: Trados 2011 & 2007 Training Course
- Five Workshops on "Translation at the UN"
- The Basics of Training in the Currency Market
- The Advanced Course for Trading Professionally in the Currency Market 4
- Courses taken in Translation Diploma at AUC: } Arabic Grammatical Rules } Technologies for Translators } Translation Techniques and Text Types } Contrastive Grammar and Stylistics
- Edu Egypt BPO (Business Process Outsourcing) Skills' Program:
- Soft Skills: Communication Skills- Presentation Skills- Analytical Thinking- Customer Service training- Interview Skills- Creative Thinking- Problem-Solving
- Data Skills: MS Office Applications (MS Word, MS Excel, MS PowerPoint) - Email Etiquette- Internet Browsing- Aptitude Tests- Typing Skills
- Translation training in the field of Journalism at Middle East News Agency (Middle East News Agency)
- General Translation Course