**Shimaa Mustafa Ibrahim**

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Hadaek Al-Ahram – Giza, Egypt

***Objective***

I am seeking to stick to a well-based organization where I can use my skills and enhance my language.

***Education***

**Diploma** in specialized translation, faculty of Arts, English Department, Cairo University.2006

**B.A** in the faculty of Arts, English Department, linguistic and translation Section.

 Helwan University

Year of Graduation: 2004

Degree of Graduation: Good

Diploma in Non-Governmental Organizations Management, 2010

 Faculty of Economics and Political Science, Cairo University

\***CANADIAN EQUIVALENCY** by WES:

Bachelor's degree (four years), postgraduate diploma (one year), and postgraduate diploma (two years)

***Experience***

**Freelancer Translator and reviewer for Pollion company for translation**

From May 2020 till now

**Translator for Localize Group**

From Oct. 2013 till now

Senior translator and reviewer using most of the main CAT tools like Trados (2007-2011-2017- 2019), MemSource, Transit, MemoQ, One Plus, WordFast for clients like Amazon, Samsong, Huawei, Etisalat, CARE International.

**Freelancer Translator and reviewer for The Word Home company**

From January 2017 till now

**Bayan-tech Localization Company  
March 2007 till 2008**   
Working as translator and validator using different applications (Trados (2007-2011)- LogoPort-Word2003/2007/2011-Notpad++, WordFast) I mainly worked in projects for Nokia, Google, Canon, lionbridge, Etisalat, Vodafone.

**Freelancer translator for Lady Lingua website** <http://www.ladylingua.org/>.

From April 2009 till 2011

**Megatronics  
August 2006 – March 2007**

Working as a press and legal translator

**Linkedin**: <https://www.linkedin.com/in/shimaa-mustafa-b70b34181/>

***Skills***

**Computer Skills**

**MOS Expert Certification**

Word **(**Microsoft Expert2003**)**

Excel **(**Microsoft Expert2003**)**

PowerPoint **(**Microsoft Expert2003**)**

Access **(**core**)**

Win (98, 2000, XP)

Internet: very good (DSL available at home)

**Soft skills**

**HDP (Human Development Program)**

**-** Leadership & planning.             - Self learning.

**-** Change & time management.**-** Problem solving.

- Communication skills.              - Stress management

    -Lectures in "7 habits of the highly effective people"

    -Project Management.

    -Volunteer work

***Languages***

Arabic: Native Language.

-English:  Very Good.

***Volunteer******work***

Translator and soft skills lecturers for AlbKebeer Association.

Translator of New El-fostat Association.