**Zeinab Mohammad Salah**

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**Career Objective**

Pursuing a highly rewarding career in a challenging and healthy work environment; where I can utilize my skills and knowledge efficiently, and reach my potentials.

**Work Experience**

* 8/2016 – Now Freelance Translator & Proofreader (English – Arabic)
* 9/2014 – 7/2016 Arabize

Acting as Section Head (MISC dept.)

Translation, proofreading and administration (English-Arabic)

* 9/2013 – 9/2014 MELOCALGATE (MLG)

Senior Translator (English-Arabic)

Fields of translation:

UI – Legal – Technical/Engineering – Medical – Marketing - Financial - General

* 9/2012 – 9/2013 Freelance Translator (English-Arabic)

Fields of translation:

Legal – Technical –Agriculture -Business - Administration

* 6/2012 – 9/2012 Fast translation

Translator (English-Arabic)

Fields of translation:

Legal – Technical – UI – Documentation

Business – Education – Marketing

* 2/2012 –5/2012 Viewpoint Translation & Mass Media

Translator (English-Arabic)

Fields of translation:

Technical – UI – Business – Documentation –Administration

Religion – Medical – linguistics – Health care

* 6/2011 – 1/2012 Freelance

Translator (English-Arabic)

Fields of translation:

General

Engineering (Physical, Spatial planning & civil)

Business (Management)

* 3/2008 – 9/2008 Magrabi Eye Hospital

Head of Medical Report department,

Fulltime.

* + - * + Issued medical, administrative reports and internal/external memos in both Arabic & English, plus translation.
        + Operative reports and discharge summaries.

(systemized the whole process).

* + - * + Modified and created procedures’ description
        + Conducted deficiency analysis according to JCI standards.
        + Managed administrative communications (log files).
        + Conducted recruitment interviews for medical report department (including training and evaluation).
        + Resolved problems with patients’ requests on phone and in person, also interpreted requests for foreign patients thus established trust and reliability in (out- patient Hospital) relation.
        + Upgraded and promoted quality of medical report department’s services.
* 1/2007 – 12/2007 Private business, Interior Design Office

Assistant manager

Full time

* 6/2005 – 1/2007 *AC Nielson AMER Ltd.*

Marketing analyst, Translator (English-Arabic), Transcriber

Freelance

* + - * + Processed data (analysis & translation)
        + Defined market competition - suggested

target market approaches and solutions.

* + - * + Issued additional summaries on analysis.
        + Briefed projects’ directors with market trends, perceived ideas of products/services, overall conclusion of analysis.
        + Attended group moderation with clients occasionally.
        + Transcribed basic data.
        + Translated transcripts.

* 1/2006–2/2006 Trust Group - organization of international/local exhibitions

Translator (English-Arabic), Data entry

Full time

* 2/1998 - 12/2002 Assistant Translator

Part Time

Masters, researches, safety engineering materials,

graduation essays.

**Education**

* Post-graduation studies: Applied Translation Diploma- Ain Shams Univ**.**
* Faculty: Commerce
* University: Ain Shams
* Major: Accounting
* Graduation year: 1999
* High School: Abu Zahra Language School

**Previous Courses**

* ***Applied Translation Diploma***

4/2010 **–** 6/2011 *Ain Shams University*

Open education center

Linguistics – A/E Grammar –Translation Theories –

Contrastive Analysis – Lexicography – Legal/Economic:

Presentation topic [The most problematic factors for doing

business in Egypt] – Literary / Scientific Translation – Conference Translation

Translation Project: Cultural Heritage

* ***Web*** ***Designing*** ***Diploma***

1/2004 – 3/2004 *National Council for woman* (YAT education center)

Full Time

Project: Created web site from scratch

* For interior Design & furniture and related topics

(Handcrafts, job search, small project ads,

free tips & consultations by e-mail) in both

English & Arabic.

* ***Linux System Administration***

12/2002 - 7/2003 *IBM*

Full Time

Project: Conducted a full research in English on

Linux embedded systems for hand-held devices.

(Applications, expectations and impact on the

IT world).

* ***CAT tools*** SDLTrados 2007 -Trados Studio 2011& 2014 - Work Space

Passolo – Idiom – SDLX – MemoQ - XTM –Catalyst –

Xbench – LTB - Transit

* ***AIX***Basics - Administration - TCP/IP - Red Books

Course (Certified *AIX Administrator)*

* ***LINUX*** Basics - Administration - TCP/IP – Firewall - Apache- Sampa
* ***CIW-410 Certification***

Network, HTML, Internet Fundamentals

* ***Microsoft Office***Word - Excel - Access - Power Point – Project
* ***Macromedia*** Dream Waver - Flash - Director – Photoshop -

Html- Ulead-Gif animator- Photoshop Element

Sothink -ASP. NET-Visual Studio. NET