**ABDULBARY HREIZ**

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**OBJECTIVE**: To obtain a position in translation and related fields

**Summary of Qualifications**

* Over 25 years of experience in Translation and Interpreting from/into Arabic and English
* Strong combination of cross-functional experience in diverse settings and departments (e.g. HR, Admin, Academic, Healthcare…etc.)
* Follow ethical codes that protect the confidentiality of information, ensuring utmost use of discretion at all times
* Demonstrated communication skills both written and verbal to produce effective translated materials to meet diverse clients’ needs in a variety of settings
* Excellent communication (written & verbal) and interpersonal skills with ability to listen effectively, respond appropriately, and maintain mutual comfort level while relating to a diverse group of individual s and various culture and socioeconomic backgrounds
* Proficient at crafting documentation, abstracts, and business communication
* Demonstrated ability in organizing heavy workloads and working under pressure to tight deadlines
* Ability to work in a team in a multi-cultural environment and to maintain excellent working relationships with all staff
* Excellent ability to draft in correct, clear and concise language
* Integrity, professionalism and meticulous attention to detail
* Good knowledge of modern software applications in the translation and terminology field and ability to use on-line sources of information
* Ability to multitask, establish priorities, work independently, and proceed with objectives under minimal supervision
* Can work within tight deadlines
* Excellent organizational and time management skills
* Have good business sense

**Work Experience**

**Translation Project Manager 2011- *date***

**CANTRANSLATE, Canada**

* Handle medium-sized or large translation projects
* Manage translation projects received mainly through e-mail
* Review the files and instructions then send additional confirmation and ask any questions regarding the projects
* Commissioning: select translator and proofreader for a project. If they are from freelance team, calls them and confirms availability
* Check progress of translation
* Get files from translator and sends them to editor/proofreader
* Check progress of proofreading
* Check the quality of translation and proofreading/editing
* Send the file to the client

**Principal Translator** **2009 – 2011**

**Crown Prince Court (CPC), Office of Strategic Affairs, Abu Dhabi, United arab emirates (UAE)**

* Receive and manage translation requests received mostly by emails
* Oversee translation of all documents within a fast paced team driven translation section.
* Reading through original works, some of a highly technical nature, may include, books, papers, monographs, articles, essays, lecture summaries, etc.
* Check translations of technical terms and terminology to ensure that they are accurate and remain consistent throughout translation revisions
* Researching a wide range of terminology and language-specific phrases and update a terminology bank as well as building and maintaining a list of terminology and frequently used terms
* Proofreading, editing, and revising translated materials
* Preparing final word-processed copy using MS-Office software
* Participating in the selection of subcontractors for translation of material where required language is not available in-house
* Assisting in recruiting (screening, interviewing) new translators at the CPC
* Outsourcing urgent translations to various translation agencies (Coordinating overflow translations with external firms, including process and verify payment of invoices on a timely basis)
* Proofreading Arabic/English versions of, scientific, technical, administrative and general documents to be published and/or posted on the Web. Copy editing and proofreading translations into English (i.e. grammar, spelling, punctuation and other mechanics of style, content, layout, etc.)

**Chief Translator 2006 – 2009**

**Abu Dhabi Chamber of Commerce and Industry – Abu Dhabi, UAE**

* Worked under the direct supervision of the Translation Section Head and translated all documents addressed (thru formal translation requests) by the supervisor
* Kept track of all translations of documents and maintains copies of the translated materials
* Produced parallel copies of in-house documents in both Ar & En
* Translated a variety of written material such as correspondence, reports, legal documents, and technical specifications from Arabic to English and vice versa, maintaining the content, context and style of the original material to the greatest extent possible often under time pressure
* Translated and/or revised various types of publications and text for the various departments at the Chamber, as required, including memos, reports, letters, e-mails, mission statements and other documents from English to Arabic and vice versa
* Served as an in-house interpreter to individuals and departments that request assistance in translation of oral communications such as speeches, proceedings and dialogue, from one language to another

**Translator 2005 –2006**

**University of Sharjah- Office of the Chancellor, Sharjah, UAE**

* Translated the Chancellor's speeches, addresses…etc. delivered and published in various occasions and publications
* Translated daily correspondences (memos, letters, circulars…etc.) issued by the Chancellor's Office. Translated University and University Departments' By-laws, Regulations, Laws, correspondences and communications
* Translated various proposals and submissions presented to the Board of Trustees and the Chancellor's Office
* Edited, checked and proofread several documents issued by the various University Departments

**Legal Translator** **2002 – 2005**

**General Authority for Health Services for the Emirate of Abu Dhabi (GAHS) - Tawam Hospital, Al- Ain, UAE**

* Translated of a wide variety of official documents from Arabic to English and from English to Arabic
* Appeared at police stations, courts of law, and government offices in cases pertaining to Hospital employees including physicians, nurses and other staff
* Drafting bilingual English/Arabic format for outgoing letters to local authorities in Al - Ain and anywhere in the UAE
* Translated documents pertaining to policies of the Hospital Management
* Translated driving licenses, university credentials, birth certificates, marriage certificates, divorce certificates, judgments, wills, academic degrees, diplomas, adoption papers, naturalization papers, immigration documents, …etc. for Hospital staff
* Translated patient information and history records, clinical study reports, instruction manuals, patient complaints, hospital discharge summaries, general regulatory documents, product specifications, marketing materials, equipment manuals, software, scientific papers and many other medical documents
* Coordinated with the Senior Officer of Legal Affairs at Tawam Hospital official visits to the courts of law and police stations at the request of public authorities

**Senior Translator 2002 – 2002**

**National Rehabilitation Center (NRC) - Office of His Highness the President), Abu Dhabi, UAE**

* The position covers all aspects bilingual translation (EA/AE) of all medical, administrative, legal documents etc.
* Maintained close liaison with professional staff (medical, nursing, administrative, psychology …etc.
* Ensured good standard and safe record keeping
* Performed other applicable tasks and duties assigned within the realm of my knowledge, skills, and abilities
* Translated documents pertaining to policies of the Medical Administration
* Translated medical reports, legal and human resources materials
* Translated labor regulations, circulars and memos issued by the General Manager

**EDUCATION & TRAINING**

*1998****:*MPhil** degree in **English Studies and Educational Methods**, University of Glasgow, Scotland, UK

*1996:*  **Post-graduate Certificate** in **English Studies and Educational Methods**, University of Glasgow, Scotland, UK

*1987*:  **Bachelor** Degree in **English Language and Literature**.  University of Jordan, Amman – Jordan

**Memberships**

Arab Professional Translators Society (no. 30276)