**OBJECTIVE**

To obtain a challenging position with an organization that will utilize my proven and developing translation skills, along with my cultural knowledge, language proficiency, creative but methodical skills, multi-tasking ability, schedule and deadline adherence, and keen attention to details, to benefit mutual success and growth.

**EDUCATION**

BA degree in English language and literature, Faculty of Al-Alsun (Languages), Ain Shams University (2005-2009)

**WORK EXPERIENCE**

***Areas Of Expertise***

**Legal Translation**

I have solid experience in translating all sorts of legal documents including contracts, agreements, marriage contracts, court documents, memoranda of understanding, articles of association, power of attorney, court orders, etc.

**Technical Translation**

I have translated technical manuals in a variety of areas including automobile manuals, various machine operation manuals, aviation materials, aircraft specifications, telecommunication devices, etc.

**Press Translation**

I have a great TALENT translating press releases, media reports, and newsletters on various topics including advertisement, marketing, politics, tourism, sports, cosmetics, etc.

**United Nations Translation**

I have participated in projects mainly for the united nations using its website reference (<http://unterm.un.org/>).

**Financial Translation**

I have translated financial documents of different kinds such as: bank statements, invoices, bills, balance sheets, annual reports, FOREX documents, etc.

**Marketing Translation**

Clients have found my translation of their brochures, fliers, public relations documents, website literature, etc. to be the most amazing way for marketing their business. I tend to use *free translation* technique so as to render the business idea in an advertising way.

**Medical Translation**

I have a good experience handling medical reports, surveys, letters, and other literature for several medical providers, major hospitals, and refugee rehabilitation organizations.

**Miscellaneous**

I have participated in translating various documents on general topics including EHS procedures and training materials, human resources training materials, psychological questionnaires, educational materials, various restaurant menus, etc.

***Places Of Expertise***

**Elaph Translation Co., (**[**http://www.elaphtranslation.com**](http://www.elaphtranslation.com)**),** *Full Time, September 2012 - Present*

**Qtrans Language Solutions (**[**http://www.qtrans.net/**](http://www.qtrans.net/)**),** *Freelance, February 2013 – Present*

**Middle East Localizers (**[http://www.middleeast-localizers.com](http://www.middleeast-localizers.com/)**),** *Freelance, October 2012- February 2013*

**ATES for Translation Services Co.,** *Freelance, April 2012 – May 2013*

**Venice Translation Office, (www.venicetranslation.com/),** *Full Time, August 2010 – August 2012*

**Bayan Group for Translation & Publishing (**[**www.bayangroup.com**](http://www.bayangroup.com)**),** *Freelance, August 2011 – May 2012*

**ICU Translation Service Center (**[**www.icutranslation.com**](http://www.icutranslation.com)**),** *Freelance, October 2011 - February 2012*

**Al Etqan Legal Translation Services,** *UAE, Dubai, Freelance, February 2011 – January 2012*

**One World Translation Office,** *Freelance, August 2009 – August 2010*

**CLIENTS**

*WORKING FOR THESE GREAT COMPANIES AND OFFICES, I HAVE DEALT WITH THE FOLLOWING CLIENTS INDIRECTLY:*

*Aon Hewitt, Dubai Customs, Al Barari, Spellbound Co., French Fireworks Co., UN Refugee Agency, United Arab Bank, Floor World Design, Friends Provident International Ltd., Al Rayyan Satellite Channel, Tamimi Co., National Geographic Channel, IRIS Public Relations Co., StickyGinger PR Co., Tish Tash, Lush Co.,* *Abu Dhabi Education Council, Dubai Media City, Dubai Medical City, etc.*

**COMPUTER SKILLS & CAT TOOLS**

Excellent command of Microsoft Office Tools (2003-2007-2010), Adobe Reader Acrobat, and Windows (XP, Vista, 07)

Very good command of Trados (2007, 2009, 2011), and Wordfast (Classic)

**TRAINING COURSES:**

**EDUEGYPT TRAINING COURSE (BPO project)** (November 2008 - August 2009)

* *Help obtaining presentation skills*
* *Help acquiring communication skills*
* *Help understanding the value of teamwork*
* *Help acquiring computer and typing skills*

**MCIT Customer Service Representative Scholarship** (October 2009 – January 2010)

* *English for Business Communication:*
* *Cross culture communication*
* *Business writing skills*
* *Soft Skills Training:*
* *Effectively manage time, using the time matrix*
* *Applying creative thinking and problem solving techniques*
* *Gaining the audience using advanced presentation skills*
* *Effective listening and assertiveness*

**PERSONAL DETAILS**

**Full Name**: Amany Saad Jomaa

**Address**: 6th Kamal Jomaa St., Ali Abdel Majeed St., Ezbet Elnakhl, Cairo, Egypt

**P.O.Box**:13818

**DOB**: 12 April 1988

**Marital Status**: Single

**INTERESTS**

Reading on a variety of topics

Surfing internet

**REFERENCES:**

A list of references is available on request.