**Hayam Osama Shaban Ahmed**

**Localization Specalist**

29 El-Maraghi st., El-Agoza,,Cairo, Egypt.

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Married

06/07/1984

***Education and courses***

* B.A in English literature, Faculty of Arts, Women’s College, Ain-Shams University
* Certificate of Groundwork in Written Translation, the American University in Cairo (AUC)
* Career Certificate in Legal Translation, the American University in Cairo (AUC)

##### Experience:

* ***Empolyer*:**
* ***ESRI Northeast Africa (Esri NeA) (English<> Arabic)***

***30/06/2007 - till – 30-8-216***

* ***Responsibilities*:**
* Translator/ Localizer
* Translating, Reviewing and Delivering all ESRI books& software
* Translation of Real Estate projects, Telecommunication projects, IT projects, Localization projects, and many others.
* Translation of Knowledge bases
* Courses Localization
* Translating Legal documents (Freelancer)
* Translating Technical Engineering (Freelancer)

***The Talentier company (English<> Arabic)***

***1-9-2016 till present (Team Leader)***

* ***Responsibilities*:**

**Translation**

***-*** *Reading through original material and rewriting it in the target language, ensuring that the meaning of the source text is retained. (Courses, websites, reports)*

*- Using Translation Memory software (Trados) to ensure consistency of translation within documents and help efficiency.*

*- Using specialist dictionaries, thesauruses and reference books to find the closest equivalents for terminology and words used.*

*- Using appropriate software for presentation and delivery.*

*- Researching technical phraseology to find the correct translation.*

*- Proofreading and editing final translated versions.*

*- Providing a grammatically correct, well-expressed final version of the translated text, usually as a word-processed document.*

*- Using the internet and email as research tools throughout the translation process.*

**Team Leader**

*- To provide direction, instructions and guidance to the translation team for the purpose of achieving the company’s objectives.*

*- Identify team members' strengths, weaknesses and motivations.*

*- Prioritizing work to meet deadlines.*

*- Balanced and accurate distribution of tasks among team members to ensure high productivity.*

*- Communicate clear instructions to team members.*

*- Listen to team members' feedback.*

*- Monitor team members' performance and provides feedback to ensure accuracy and efficiency.*

*- Provides regular reports to the management to update re work progress.*

*- Maintaining and building good relationships with various stakeholders.*

* ***Freelance Translator:***
* Translation of many fields; e.g. Information Technology, Education, Agriculture, Art, Aviation, Computer Engineering, Education, Internet, Science, legal, Technical Engineering, medical and General Fields.
* Translating biology articles
* Books in Electrical engineering and Human resource
* **SAMPLES OF PROJECTS**
* Construction manual for Dar Al-Handasah consultant
* Bid for GENERAL AUTHORITY OF CIVIL AVIATION- Saudi Arabia
* installation books for electrical devices
* Contracts and agreements
* Hafar Al-Batin city project - Saudi Arabia
* General organization for social insurance manuals - Saudi Arabia
* University certificates

##### Languages:

##### Arabic: Native

* *English*: Excellent reading and writing
* *French*: Fair

***CAD Tools***

* SDL Trados 2007, Translator's workbench
* TagEditor
* WinAlign
* Passolo 2011
* Translation Workspace
* Linguistic Toolbox (LTB)

##### Personal Skills:

* Excellent command of English.
* Persuasive, flexible and creative personality.
* Punctual and ready to work under pressure.
* Highly motivated and able to work independently.
* Ready to learn and perform positively.

 **SAMPLES OF PROJECTS**

**PROJECT Libyan Land Registration Localization Project 2008- 2009- ESRI NEA**

**Period**  3 Months

**Hardware PC**

**Operating System** Windows

**Software/Language** Trados, MS Office

**Project Details** localization of Libyan land Registration Project from Arabic to English

**Role** Translation, Editing, Reviewing, DTP

**PROJECT Land Registration Localization Project 2008- ESRI NEA**

**Period**  **6 Months**

**Hardware PC**

**Operating System** Windows

**Software/Language** Trados, MS Office

**Project Details** localization of Land Registering Project for Egyptian Real-estate Authority

**Role** Translation, Editing, Reviewing, DTP

**PROJECT Software/Courses Localization 2009-Present ESRINEA**

**Period**  **6 Months**

**Hardware PC**

**Operating System** Windows

**Software/Language** Trados, MS Office

**Project Details** localization of all ESRI courses (ArcGIS 9.3)

**Role** Translation, Editing, Reviewing, DTP

**PROJECT EPADP (QS\_Manual\_EPADP)**

**Period**  **2 Weeks**

**Hardware PC**

**Operating System** Windows

**Software/Language** Trados, MS Office

**Project Details** Translate Environmental Drainage GIS Manuals

**Role** Translation, Editing, Reviewing, DTP

**PROJECT Software/Courses Localization 2006-QSIT**

**Period**  **2 Years**

**Hardware PC**

**Operating System** Windows XP,

**Software/Language** Trados, MS Office

**Project Details** localization of all ESRI courses, related documents, and other localization projects

**Role** Translation, Editing, Reviewing, DTP

**PROJECT Courses Localization 2010 - ESRINEA**

**Period**  **6 Months**

**Hardware PC**

**Operating System** Windows XP,

**Software/Language** Trados, MS Office

**Project Details** Translating ESRI courses

**Role** Translation, Editing, Reviewing, DTP

**PROJECT Courses Localization 2010 - ESRINEA**

**Period**  **6 Months**

**Hardware PC**

**Operating System** Windows XP,

**Software/Language** Trados, MS Office

**Project Details** Translating ESRI courses

**Role** Translation, Editing, Reviewing, DTP

**PROJECTGeoportal**

**Period**  **15 days**

**Hardware PC**

**Operating System** Windows NT,

**Software/Language** Trados, MS Office

**Project Details** Translation of Financial documents

**Role** Translation, Editing, Reviewing, DTP

**PROJECTNJM (Qatar) Project**

**Period**  **2 Months**

**Hardware PC**

**Operating System** Windows NT,

**Software/Language** MS Office

**Project Details** Enterprise Manger and MDT Manual Writing

**Role** Technical Writing

**PROJECTAbu Dhabi Police Project**

**Period**  **5 Days**

**Hardware PC**

**Operating System**Windows NT,

**Software/Language** MS Office

**Project Details** PAM Translation

**Role** Translation and Editing

**PROJECTCourses Localization 2011 - ESRINEA**

**Period**  **6 Months**

**Hardware PC**

**Operating System** Windows NT,

**Software/Language** MS Office

**Project Details** localization of all ESRI courses (ArcGIS 10)

**Role** Translation, Editing, Reviewing, DTP

**PROJECT Linobridge**

**Period**  **1 Year till Present**

**Hardware PC**

**Operating System** Windows

**Software/Language** MS Office – Translation Workspace – LTB – Passolo2011

**Role** Translation - Revision

**PROJECT translating soft skills courses**

**Period**  **11 months**

**Hardware PC**

**Operating System** Windows

**Software/Language** Trados 2017

**Role** Translation - Revision