***Heba ABDELKAREEM***

**HELIOPOLIS CAIRO**

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***Professional summary***

Arabic French translator and the reverse

English French translator and the reverse

***Skills***

* Active listening
* Customer service
* Critical thinking
* Computer and electronics
* Human resources
* Sales and marketing
* Speaking and writing
* Education and training

***Experience***

Translator Jan 2014 –present

Freelancer translator

* Listen to speakers' statements to determine meanings and to prepare translations, using electronic listening systems as necessary.
* Read written materials, such as legal documents, scientific works, or news reports, and rewrite material into specified languages.
* Educate students, parents, staff, and teachers about the roles and functions of educational interpreters.
* Adapt software and accompanying technical documents to another language and culture.

***Education***

***DELFB2*** Institue Français d’EGYPT au Caire

***MBA*** global management 2013

***ESLSCA PARIS7***

***Pharmacy*** AIN SHAMS UNIVERSITY 2006