Mona Mohamed Timor Mahmoud Shehata 2016

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| Contact Information | Address: 568 El-Horreya Ave., Gleem, Alexandria  Phone Number: 03 – 5856224  Mobile Number: 0100 –3650990  E-mail: [mona.shehata89@gmail.com](mailto:mona.shehata89@gmail.com) |
| Work Experience | **Dec 2010 – Dec 2015 :**  Worked in Atarjamat Excellence Centre (Translation and Research Office)  Translator/Transcriber/Subtitler  SEO (Link Building)  Data Entry  March 2013-Dec 2015 Translation and Data Entry Team Leader  **Feb 2011- Present** :  Freelance Translator  **Sep 2011-Present:**  Part Time Translator at Bibliotheca Alexandrina, Planetarium Science Center  **April 2013-Present** Freelance translator at Commanine Translation & Localization |
| Education | **2006 – 2010:**  Graduated from Alexandria University, Faculty of Arts, English Department, Linguistics and Translation Section.  **1995- 2006:**  Completed General Secondary Certificate at Kaumeya Language School, Alexandria. |
| Age | 27 |
| Computer Skills | * ICDL Certificate |
| Interests | * Reading * Swimming * Surfing the net |
| Courses | * Attended a Legal Course in Faculty of Law, Alexandria University (Wording/Phrasing, Commercial & Maritime Contracts’ Translation) * Written Translation Diploma in Institute of Languages and Translation in, Faculty of Arts, Alexandria University (Fall 2013-Summer 2015). |
| Memberships | * Alexandria Sporting Club * Smouha Sporting Club * Yacht Club of Egypt * Engineer’s Club |
| **Language Skills** | * Arabic: Native * English: Excellent * French: Basic (attended a course in French oral and written in the Faculty of Arts: Unit of Translation and Linguistic Studies, received a certificate of “Excellente” in the first level) |
| **Volunteer Work** | * Marketeer in Motherhood Story Competition [2014] (The Forgotten Writers’ Foundation) * Editor at HR Revolution Middle East Magazine (2015-Present) |