

# Raghda Abdelwahab Trott

## Certified Translation Professional

### Language Pairs

Arabic<>English

French<>English

Arabic<>French

### Contact Info:

Email: [raghdahtrott@gmail.com](mailto:raghdahtrott@gmail.com)

Cell phone: +1 845 481 1649

Skype: Raghda.Hammad5784

### Fields of Experience

General, Diplomatic, Government, Military, Political, Business, Economy, Finance, IT, Websites, Software, Technical, Automotive, Construction, Oil and Petroleum, Marketing, Entertainment, Journalism.

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### Language Skills

Native languages: Arabic and English

Language pair: (Arabic <> English) / (French <> English) / (Arabic <> French)

Translation experience: 12 years

Specialist fields: Diplomatic, Political, Government, Military, General, Business, journalism/publications, law, Finance and Economy.

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### Education

- Graduate of Collège de le Mère de Dieu (French school - where I studied from 1989 until 2002 - obtaining a French high school diploma).

- BA (2006)- French Literature and Arts (majored in translation studies)  
Cairo University.
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### Certifications and Courses

- Certification in translation (December 2016), in English, Arabic and French. The certificate was issued by the Global Translation Institute, located in Florida, USA.
  - 2 IELTS certificates (2007 and 2015) - general training - (score: 7.5/9), issued by the British Council, Agouza, Cairo.
  - **Certificates obtained from the American Chamber of Commerce in Cairo (online)**
    - *Teams that work* (August 2009)
    - *Management Skills Introduction* (October 2009)
    - *Business Ethics* (November 2009)
    - *Time Management for Maximum Productivity* (July 2010)
    - *Power Point 2003*
  - **Certificates obtained from EBI (the Egyptian Banking Institute)**
    - *Introduction to Credit* (June 2009)
    - *Banking Training - Graduate Program* (January 2010)
    - *Tools of Credit Analysis* (May 2010)
  - **In-house courses at BNP Paribas Bank, Egypt**
    - *Time Management Course* (January 2010)
    - *KYC and AML Course* (April 2010)
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### Qualifications and Professional Affiliations

- Native Arabic and English speaker, fluent in French (writing, reading, speaking).
- 12 years of experience in translation and proofreading, working for several foreign embassies and international establishments.
- Accredited by the Egyptian Translators' Association (EGYTA).
- Associate member of the American Translators' Association (ATA).

- Google Translate contributor (in Arabic, English and French).
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### Project Experience

- Assumed translation of several online publications issued by the Atlantic Council in Washington, DC (from English into Arabic, as well as from Arabic into English - year: 2015/2016).
  - Translated the Egyptian VAT law (from Arabic into English - year: 2016).
  - Translated a UN-Habitat host-country agreement (from French into English - year: 2016).
  - Translated the Egyptian constitution (from Arabic into English and French - year: 2013).
  - Assumed all translation duties related to the official visit of the Belgian Foreign Minister to Egypt (from/into Arabic, English and French - year: 2013).
  - Assumed translation of all general/politics-related news - on a daily basis - at all the embassies I worked for (from/into Arabic, English and/or French).
  - Assumed translation of all economy/finance/business-related news at the credit risk department of BNP Paribas, in Cairo (on a daily basis, for 3 years). The translation was, mainly, from Arabic into English and French.
  - Assumed translation duties of all correspondences from/to all the establishments I worked for (from/into Arabic, English or French).
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### Work Experience

- Freelance Translator and Researcher - Various Companies (May 2015 - Present)
- Translator and Visa Assistant Officer at the Embassy of Switzerland (January 2014 - August 2014)
- Translator, Researcher and Press Officer at the Embassy of the Kingdom of Belgium (January 2013 - December 2013)
- Translator and Technical Officer (Credit Risk) at BNP Paribas Egypt (March 2009 - March 2012)
- Translator / Research and Protocol Officer at the Embassy of Sweden in Cairo, Egypt (April 2008 - October 2008)

- Translator / Protocol Officer, Embassy of the Republic of Angola (June, 2006 - April 2008)

*Employment as a Temp:*

- Translator / Press Officer at the Embassy of the Kingdom of the Netherlands (July 2012 - September 2012)
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**Software and Technical Capacities**

- OmegaT
- Trados Studio 2015
- MS Office 2003, 2007, 2016
- Photoshop
- Mac
- PC (Acer)