

Raghda Abdelwahab Trott

Certified Translation Professional

Language Pairs

Arabic<>English
French<>English
Arabic<>French

Contact Info:

Email: raghdahtrott@gmail.com

Cell phone: +1 813 335 1801

Skype: Raghda.Hammad5784

Location: Tampa, Florida

Work authorization: authorized to work in the USA

Fields of Experience

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

Language Skills

Native languages: Arabic and English

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

Translation experience: 12 years

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

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.

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)
-
-

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.
 - Associate member of the American Translators' Association (ATA).
 - Google Translate contributor (in Arabic, English and French).
-
-

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).
-
-

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)
-

Software and Technical Capacities

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