***cv***

**Name:** Soha Mohamed Ismail Hamed

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**Marital status:** Married

**Nationality:** Egyptian

**Birthday:** 29/9/1985

***-Objectives:***

Seeking a challenging position )copyediting or translation position) with the opportunity to build and enhance my career within a well established organization where I can improve my communication and interpersonal skills.

***-Education:***

- Primary School: St. Kathrine Language School

- Preparatory & Secondary School: Tarek Ibn Ziad Experimental Language School

- University: Ain-Shams University, the Faculty of Al-Alsun (languages) Department of English Language, Egypt, 2006, Grade: Good.

***-Personal skills:***

-Able to work under pressure.

-Able to learn more.

-Responsible, ambitious, creative.

-Able to make new connections.

-Able to work in a team.

***-Computer skills:***

-Good user of Microsoft Word, Excel and PowerPoint.

-Excellent command of research and internet searching skills.

***-Language skills:***

-Arabic (mother tongue).

-English (first language).

-French (second language).

-Italian (second language).

-German (second language).

***-Translation:***

-Excellent in translating political, literary, economic, scientific, and legal texts.

-Excellent in dealing with contracts and UN resolutions and translating all

that from English into Arabic and from Arabic into English.

-A graduation research in ***The problematic areas in literary Translation.*** Grade: Good

- Can work on SDL Trados (Word and Tageditor) and Wordfast programs.

***-Post-graduation studies:***

- A diploma in Translation from the American university in Cairo

Subject: Print-Media Translation (Newspaper topics and Economics).

- Currently, I am studying the Legal Translation Career Certificate at The American University in Cairo.

- I had a course of International Marketing from IT Egypt Center.

- I had a TOEFL certificate from AMIDEAST with a total score of 583. (local TOEFL)

***-Previous Experience:***

- I worked as an Administrative Assistant at Volga Trade for import, export, and agencies.

-I worked as a Translator at Masreya Media Company for translation.

Duties: Translate English into Arabic and Arabic into English articles in a variety of topics, but mainly in the medical and legal fields and edit these articles to be sure that they don’t include any grammatical or stylistic errors.

-I worked as an English Instructor at Misr International University (MIU).

Duties: Teach English language as a second language to pharmacy students and help them in understanding the content of the syllabus. Help the students in choosing a topic to make a research on and keep track with them in developing this topic from the outline, proposal, 1st draft, 2nd draft, note cards, works cited page, and bibliography. Check the exam of the students and put the marks and the year work marks as well as the participation marks and then submit the scores of the students to the control room.

- I worked as a Copy editor, Translator and Business Development Research Specialist at Hindawi Publishing Corporation. (2.5 years)

Duties: Copyedit scientific articles, written by foreign authors, in terms of grammar, structure, style, and punctuation and apply the in-house style of the company to these articles. Verify these articles after being sent to the authors to apply the corrections that the authors need to be applied in the articles. Search for the address and write it according to a certain style that meets the company’s style. I was responsible for searching for appropriate candidates to join the editorial boards of our company journals. I made the journal entitled “International Journal of Otolaryngology”

http://www.hindawi.com/journals/ijol/

- I worked as an English Instructor at Berlitz Language Center.

-I worked as a Copy editor and Translator at InterMark GSW Corporation from May 2009 to July 2010.

Duties: Edit medical flyers and documents in both English and Arabic languages and then translate them and edit the translated version. Apply certain rules to my translation according the requirements of the company. Search the internet for new concepts and ideas, especially the medical ones. Search for new dictionaries and use certain editing and translation tools to help me go through the translation and editing processes easily. Translating contracts of employment, resigns as well as contracts with new clients.

- I worked as a Senior Translator at FeedBack Market Research from August 2010 to October 2011.

Duties: Translating documents, materials, questionnaires, Quantitative Reports, transcripts and code lists from English into Arabic & vice versa. Revising the work done by junior translators to assure its quality before sending it to the clients

 Attending interpreting sessions with clients to help them understand the content of the other language

- Currently, I am working as a Freelance Translator managing large projects and ensuring a very high quality type of work.(2011-2015)

Examples:

- Booking.com: Translating brochures, insider guides and files to be uploaded on the website of Booking.com.

- Brookings for political projects: Translating projects about recent political events both on the local and global levels.

- Wikihow project: Translating articles about various issues including health and personal care (i.e, how to meditate, how to lose 2 pounds in 2 weeks, how to relieve constipation, how to apply makeup, how to gain weight, etc.)

- Translating projects about tourism with 7Gmedia Company at Dubai, UAE.

-Working with Abbyy Languages services, one of the best 10 translation companies all over the world.

Total Years of Experience: 7 years

**Documents and references are available upon request.**