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| |  |  | | --- | --- | |  | Walid Mohamed Abotaleb  **ISO Certified Translator according to ISO 17100** | |  |  | |  | Contact Information | |  | Address: 5 Mohamed Metwaly St, Arab Elramel, Quesna City, Al Menofia. Egypt.  Phone: (002) 01226068963  Mobile: (002) 01110600711  Email: walidabotaleb@gmail.com  Email 2: walid.abotaleb@yahoo.com  Skype: walidabotaleb\_87  Proz: <http://www.proz.com/translator/1622464>  LinkedIn: [eg.linkedin.com/in/walidabotaleb/](http://eg.linkedin.com/in/walidabotaleb/" \o "View public profile) | |  | |  | References | |  | Sayed Sadek  Project Manager  Localize-Tech company  [**info@localize-tech.com**](mailto:info@localize-tech.com)  Kariman Elmalah  Project Manager  Localized Vision company  [**pm2@localizedvision.com**](mailto:pm2@localizedvision.com)  **Yasser Fahmy**  **Translation Manager**  Bayan Tech Company  [**yasser.fahmy@bayan-tech.com**](mailto:yasser.fahmy@bayan-tech.com) | |  | CAT Tools | |  | * SDL Trados (2007, 2011, 2014, 2015) * Translation WorkSpace - GTT Tool * Idiom World Server - MemoQ * SDLX - Passolo - Helium * Reach -Wordbee - Wordfast | |  | |  | Field expertise | |  | Technical (All Technical Materials)  Software Localization  Hardware Localization  Website Localization  HR and Development  Automotive  Marketing & Business  Medical & Healthcare  Press Releases  Education and Education Institutions  Telecommunication  UN Translation | |  | Translation Accounts (include but not limit to the following) | |  | Google (AdWords, AdSense, Web Content, User Interface, etc.)  HP, Dell, Philips, Toshiba  Apple, Nokia, Samsung  Molina Health Care  Adobe, eBay, LinkedIn  Oshkosh Military  Massachusetts’s School notices  Chevrolet, Ford  Udacity and eBay  Home appliances (Manuals- Software, Hardware) | |  | Computer Skills | |  | Professional skills in MS Office suite including Word, Excel, Power Point, Outlook, etc.  Fast touch typing more than 45 words per minute and searching skills through internet.  Excellent Google search skills.  Business correspondence writing letters and memos, editing for content, spelling and grammar.  Able to learn new software applications with ease.  Advanced internet user [surfing, browsing, chatting, email, and communicating]. | | |  | | --- | | Work Experience | | Freelancer (Translator, Editor, Reviewer, Proofreader, QAer)  Dec 2015 – Present  Working for many translation agencies, providing localization and translation services. Duties include the following:  Translating and Reviewing tasks (Technical, IT, User Manuals, Software, Documentation, Web-content, etc.)  Editing translated files  Performing Arabic Proofreading  QAing tasks  Making QC for tasks  Making LQA for tasks  Managing Projects  Team Lead and Reviewer  Me Localize June 2015 – Dec 2015  Leading a team of translators and reviewing their works. Duties include the following:  Teaching CAT tools to junior translators.  Translating/Reviewing my daily quota (Technical, IT, User Manuals, Software, Documentation, Web-content, etc.).  Listening to translators and reviewers to understand their concerns and needs  Working with other staff (PM, Translators, Reviewers) to set new goals, objectives and methods  Solving technical problems that are related to CAT Tools.  Responding to misbehavior in an effective but measured way  Performing Arabic Proofreading.  QAing tasks.  Making QC for tasks.  Making LQA for tasks.  Managing Projects  Senior Translator and Reviewer (Translation manager Assistant)  East Localize Nov. 2014 – June 2015  Leading a team of translators and reviewing their works. Duties include the following:  Translating/Reviewing my daily quota.  Assigning translation tasks for Translators and Reviewers  Working with other staff (PM, Translators, Reviewers) to set new goals, objectives and methods.  Solving technical problems that are related to CAT Tools.  Establishing effective management practices with translators and reviewers.  Listening to translators and reviewers to understand their concerns and needs  Senior Translator  Bayan Tech Oct. 2012 – Nov. 2014  Translating Marketing, IT, Software, Medical, Technical, and Financial materials  Performing Arabic Proofreading  Learning new CAT Tools (SDL Trados 2007 - SDL Trados 2009 - SDL Trados 2011 – Translation Work Space – GTT Tool – Idiom – MemoQ- SDLX – Passolo - Helium)  **Freelance Translator** 2009 - Oct 2012  Localize Group Company - Innovative Translators, and others  Working for many translation agencies, providing localization and translation services. Duties include the following:  Translating and Reviewing tasks (Technical, IT, User Manuals, Software, Documentation, Web-content, etc.)  Editing translated files  Performing Arabic Proofreading | | | Education | | ISO 17100 Certified Translator 2016  By the Austrian Standards Institute.  Bachelor of Arts and Education (English Department)  Benha University 2008  Grade Good  **Certified Translator (Proz.com)**  <http://www.proz.com/translator/1622464>  **ICDL (ICDL foundation)**  **Project Management (University of Irvine (Coursera Online)**  [**Social English Language Skills**](http://alison.com/courses/Improving-Your-Social-English-Language-Skills) **(Alison)**  **Course in conversation skills (Foreign language Center, Benha University)**  **Communication Skills (AGC Academy)**  **Customer Service (AGC Academy)**  **Time Management (AGC Academy**)  **Photoshop Course (Teachers’ Syndicate)** | | Languages | | **Arabic Mother tongue**  **English**   * **Speaking (Excellent)** * **Reading (Excellent)** * **Writing (Excellent)** * **Listening (Excellent)**   **French**   * **Speaking (Fair)** * **Reading (Fair)** * **Writing (Fair)** * **Listening (Fair)** | |