**CV Translator/ Proofreader/Subtitler**

**Yacine Ben Chikha**

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Tunis - Tunisia

I have been working in the localization industry since 2007 as a Translator and Interpreter. I specialize on software translation, political and legal translation, finances and technical translation, reviews, blog, posts, short articles, descriptions, law, medical and website localization.

**Key Skills**

* Solid experience in translating, interpreting, webediting and subtitling (English/French/Arabic) in all areas: business, legal, commercial, cultural, etc.
* Possess proven ability to organize, prioritize and multi-task
* Able to work accurately, working under pressurized conditions, to tight time frames
* Excellent communication, interpersonal and client relations capabilities
* A clam professional with a flexible and adaptable approach to work
* Adapt well to challenge, resourceful and flexible
* Experienced in observing tact and discretion, for dealing with confidential information

**Full Time Freelance Translator/Proofreader**

**Since** **September 2007**

**Responsibilities:**

* Translating, editing and proofreading :

legal contracts and agreements;

business, finance and banking reports and documents

technical Articles, brochures and manuals

**Legal/Financial:**

* Litigations, pleadings, POA’s, real estate registration, adjudication guides
* Legal and corporate structure statements, T&C’s, codes of conduct
* General Assembly minutes, statutes, corporate documents
* Annual reports, audits, sustainability reports
* Translation of a 450-page book on mutual funds
* Financial Statements, Balance Sheets, Audit Reports, Bank Loan Agreements, Mortgages, Lease Residential, Commercial Lease Agreements, Warranty Deeds, Promissory Notes, Insurance, etc.
* Legal Documents, Patents, Certificates, Agreements, Tender Documents, etc.

**Business/Management/Marketing:**

* Management plans, business analyses, strategy presentations, evaluation reports, case studies
* HR training manuals, codes of conduct, surveys
* Market research FAQ’s, marketing brochures, press releases, newsletters, touristic brochures
* Academic translation: CV’s, theses, certificates, educational material
* Annual financial statements, Addendums/Amendments to agreements, Memorandums of understanding, Custom manufacturing agreement
* Business correspondence Consumer preference surveys
* Press releases

**IT/Technical texts:**

* Hardware, software, networking, installation manuals, troubleshooting guides
* Website localization, SEO optimization, app translation, human-machine interfaces, SAP
* Industrial, electrical, mechanical, gas, oil and mining fields
* Patents, qualification reports, tenders, pre-construction survey reports
* Plant operating manuals, technical specifications, draft assessment notices
* Environmental assessments, protection guidelines, protocols, and legislature
* Automotive, heavy machinery, operating manuals, repair manuals, troubleshooting guides
* Technical documents for several projects of big companies in Tunisia, all kinds of manuals
* Manuals of any type of device, machinery, equipment

**Web sites**

* Various websites either for non-profit organizations or companies and institutions

**Military**

* Military agreements and articles
* Military Regulations from the Ministry of Defense of Spain (Ministerio del Ejército) on behalf of the Greek Ministry of Defense
* Demining for the Danish Demining Group

**Various**

* Ingredients, labels, food production
* Articles and Essays on Literature
* Labels on products for food industries

**Computer skills/software:** TRADOS user with long experience, CAT tools in general, Windows 2003-2007-XP, Internet Explorer, DejaVu, very experienced in MS Office (Excel, Word, PowerPoint and Outlook)

**Education & Background**

* Diploma in Financial analysis and risk management, FOREX, Teletrade Inc, Tunis, Tunisia
* Online Certificate on International Information and Communication Technologies.
* MA Human Rights and Democratization, University of Malta, Malta/ University of London- London – UK
* BA Communications, Journalism and Public Relations, Institute of Press and Information Sciences, Tunis- Tunisia
* Diploma in Translation and Interpretation studies, University of Tunis, Tunisia

**Working Languages**

* Arabic : Native Speaker
* French: Native Speaker
* English: Professional Level