**Dina El-Shaarawy**

Pharos University Street, Smouha, Alexandria

Cell: 01002554338

[**dina\_elshaarawy@hotmail.com**](mailto:dina_elshaarawy@hotmail.com)

Dear Sir/ Madam,

I would like to have the opportunity to apply for the simultaneous interpretation position at your organization, in response to your job posting on the Translation Directory website.

I am an Egyptian citizen who was brought up in the United States. I graduated with a Bachelor’s Degree of Languages and Translation in 2013, majoring in translation and interpretation studies from the University of Pharos in Alexandria, Egypt. I am bilingual, fluent in Arabic and English, with an intermediate proficiency in French and Italian. For over 2 years, I have worked as a translation demonstrator in the English Language Department at the Faculty of Languages and Translation - Pharos University in Alexandria. I have also done some freelance translation for a couple of translation offices in Alexandria. Besides, I have done freelance simultaneous interpretation in a number of conferences that were held at the Bibliotheca Alexandrina in Alexandria, Egypt.

During my third year as a junior college student, I had the chance to work for the Forgotten Writers literary foundation. I was responsible for editing the English language of the articles and literary works produced by some of the cross-national members of such an organization, for such pieces were to be published in a number of renowned English magazines such as Egypt Today, and famous websites like MSN Arabia. Pertinently, I took part in translating some of the Forgotten Writers cross-national members’ pieces from English into Arabic and vice versa. I was also trained in the Bibliotheca Alexandrina for one year as an English tour guide. Working for that grand institution gave me the honor of representing my country and the privilege of introducing my guests to the Bibliotheca Alexandrina through meeting with culturally diversified English-speaking tourist groups, including VIP delegations, from all over the world.

Thank you so much for your time.

Regards,

Dina El-Shaarawy

**Dina El-Shaarawy**

**Curriculum Vitae**

**Objective:**

I aspire for a challenging position in the highly competitive field of translation that enables me to utilize my skills in written translation, subtitling and simultaneous interpretation.

**Personal information:**

* Name: Dina Hamdy El-Shaarawy.
* Nationality: Egyptian.
* DOB: February, 27th, 1991
* E-mail: [dina\_elshaarawy@yahoo.com](mailto:dina_elshaarawy@yahoo.com)
* Address: Smouha, Pharos University Street, Al-Rakha’ towers, apartment number 402.
* Mobile number: 0100-255-4338

**Education:**

* Master’s Degree in Translation and Simultaneous Interpretation Studies – Faculty of Al-Alsun – Ein Shams University (in progress).
* Pharos University in Alexandria, Alexandria, Egypt

Bachelor of Languages and Translation with Major in Translation and Interpretation Studies, 2013

* Queens Lake Middle School, New York, U.S.

Middle School Certificate, 2006

**Work Experience:**

* Demonstrator in the Faculty of Languages and Translation (English Department – Translation Major) at Pharos University in Alexandria (September, 2013 to present).
* Part-time simultaneous interpreter at the Bibliotheca Alexandrina in Alexandria, Egypt.

**Key Skills and Competencies:**

* A native English and Arabic speaker with intermediate knowledge of French and Italian.
* Proficient working knowledge of Microsoft Word and PowerPoint.
* Proficient working knowledge of Subtitle Workshop 4 and SubMagic 0.71.
* Multicultural and boundlessly open-minded.
* Outstanding, streamlined writing capabilities in the mastered languages.
* Innovatively productive and an excellent deadline meeter.
* Reading lover with passionate interest in international politics, economics, law, world history, psychology and humane studies in general.
* Able to contribute extensively to team work.
* Diligent worker with strong sense of self-discipline.
* Confident and tactful with excellent communication skills.
* Presentable, reliable, patient and non-judgmental.
* Advanced knowledge of using the Internet and various social networks.
* Able to handle and work well under pressure.
* Cheerful personality with lots of physical stamina.

**Extracurricular Activities:**

* Volunteer English tour guide in the Bibliotheca Alexandrina (March, 2012 to April, 2013).
* Editor and translator at the Forgotten Writers Foundation. (January, 2012 to September 2012).
* Member of Pharos University Students’ Union, leader of cultural committee.
* Board member of SIFE-PUA and ENACTUS-PUA.
* Board member of Action Team which works under Bibliotheca Alexandrina’s Dialogue Forum. In collaboration with the Dialogue Forum, the team has held a number of cultural seminars that hosted a number of prominent Egyptian public figures such as: Dr. Ibrahim El-Fiky, Mr. Belal Fadl and Judge. Hossam Sadek - Vice President of the Cassation Court in Alexandria. Pertinently, I took the role of a moderator in such seminars and I have always been involved in the organizing and logistical planning of such events.

**Awards and Honors:**

* The first place award in the ceremony honoring the top outstanding students in Pharos University for the academic year 2011 and 2012.

**References** – Available on request.