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| **PROFESSIONAL SUMMARY:** | | |
|  | **Successful at maintaining meaning, flow, and specific characteristics of original words when translating documents or spoken words. Able to converse easily in [English-Arabic] languages. Detail-oriented English to [Arabic ] Translator and vise versa offering [15] years of experience. Demonstrated success in description settings to provide a range of translation services. Seeking a challenging position in a fast-paced environment.** | |
| **WORK HISTORY** | **Translator April 2010 to May 2020** | |
|  | **ISO Translation Firm Cairo, Egypt**   * **Provided thorough, accurate, confidential translation service for clients.** * **Reviewed final works to spot and correct errors in punctuation, grammar, and translation.** * **Used excellent interpersonal skills to build trust with clients requiring [formal] translation services.** * **Provided verbal summaries of non-English documents for immediate use.** * **Applied cultural understanding to discern specific meanings beyond the literally written words.** * **Replicated the flow, style, and overall meaning of the original texts.** * **Utilized developed [technical translation] expertise to provide most-accurate translations within [Industry] environments.** * **Replicated the flow, style and overall meaning of the original texts.** * **Provided legal translation – official documents – technical translation, paraphrasing, etc** | |
| **English Instructor January 2007 to January 2010** | |
|  | **Sun Languages Center, Cairo, Egypt**   * **Taught English languages to adults** * **Attended public events, providing information about English practices, teaching strategies, and sustainability plans.** | |
| **SKILLS** | * **[English] fluent** * **Cultural expertise** * **Document review** * **Compassionate communicator** * **Business process understanding** * **All types of translation** | * **Time management** * **Motivational team player** * **Software expertise** * **Scheduling** * **Extremely organised** * **Data management** |
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| **EDUCATION** | * **2007 Bachelor Degree - Faculty of Arts – English Department, Cairo, Egypt** * **Elementary Translation Certificate– AUC** * **Intermediate Translation Certificate – AUC** * **Foundation Translation Certificate - AUC** * **Legal Translation Diploma – AUC** * **UN Translation Diploma - AUC** | |
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