***Heba Mostafa Hashem***

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Egyptian

#### **Translator**

##### PROFILE

I am a highly talented and accomplished Translation and Foreign transactions professional,

My strengths are my dedication to any translation job that I am given, my team work skills and my genuine interest in the translation and interpretation make me desirable as a translator

**EDUCATION:**  **B.A. in English Language literature and Translation**- Faculty of Simultaneous Interpretation – Al Azhar University, 2007)

**PROFESSIONAL SKILLS:**

* Excellent analytical skills.
* Flexible and Time managing.
* Ability to work co-operatively and proactively with team members.
* Reliable (always on time and ready to work)

**Employment History:**

* **(01/2011 – To present)** Certified English translator and instructor at **MINISTRY OF DEFENSE LANGUAGE INSTITUTE**.

 **Duty:** - Translating books related to (military operations and strategies), in addition to official speeches, certificates, and legal documents (including, Agreements, Contracts, MOUs). Also, working as interpreter in official ceremonies and reception parties for VIP wives of Foreign Defence leaders and commanders, as well as training courses and conferences.

 - Giving English courses to Non-English speakers.

* **(01/2008 – To present) Member at the** **EGYPTIAN TRANSLATION ASSOCIATION (EGYTA).**

**Duty:** - Certified translator and interpreter acting under the accreditation of **EGYPTIAN TRANSLATION ASSOCIATION** before Government Authorities, Agencies, Real-estate Registry and Publicity, and Courts for the interest of Non-Egyptian investors or businessmen.

* **(01/ 2010 – 12/ 2010) English-Arabic-English IT Translator at “ESRI NorthEast Africa” company for IT- branch GIS (Geographic Information System).**

**Duty:** Translation and localization of user manual and guides to a software ArcGIS 9.2 and 9.3, and translating software online portals. In additions, I worked as technical writer for proposals.

* **(04/2008 – 12/2009) Senior Translator & Editor at Egytrans Translation Agency.**

**Duty: -**Translating all documents and draft laws of the Egyptian Insurance Supervisory Authority as well as US Aids.

* Participated in the conference of Selling (Banque Du Caire) as written and simultaneous translator.
* **(06/2008 – 2012) On-line freelance media reporter and translator for Media Hub International Co., (Aswaq Magazine)**

**Duty:** Translator in print media and journalism.

* **(07/2007 – 01/ 2008) Translator in "El- Etthad" Factory – Enamel branch, responsible for foreign correspondences and transactions.**

**CERTIFICATES AND DIPLOMAS:**

* Certificate of Completion in **Effective Business Writing**.
* **TOT** (Training of Trainers) Diploma- Cairo University
* Ministry of Defence **TEFL** (Teaching English as a Foreign Language) Diploma
* Legal Diploma in **Drafting and Translation of International Contracts** in "Arabic- English" at the ARAB LAWYERS' UNION

**SKILLS**

**Language Skills:**

* Arabic (Mother Tongue)
* English language (Fluent)
* French Language (Conversant)

**Computer skills:**

* I have an excellent command of computer–aided translation tools, viz. SDLTrados. I am also an expert in terminology management using Trados MultiTerm 7.
* Excellent in using Windows Operating Systems and Microsoft Office Applications.

**Software:**

Adobe Acrobat, Adobe Illustrator, Adobe Photoshop, Catalyst, FrontPage, Indesign, Microsoft Excel, Microsoft Word, Other (MS Visual Studio), Other CAT tool (), PageMaker, PowerPoint, SDL TRADOS, SDLX, Word fast.

**REFERENCES:**

**A**vailable on request.