**Mai Bakr**

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O**bjective**

Seeking Part time or Freelance job related to Translation environment where skills in translation can be utilized.

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Q**ualification**

Bachelor Degree in Languages and Translation, Department of Simultaneous Interpretation (English)- Al-Azhar University - Good Grade - Sept 2014.

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 C**urrent** J**ob**

 • **English to Arabic-English Freelancer Translator** from June 2013 till present.

• **Legal Freelancer Translator** at Al Hamadan consulting Law Firm - Kingdom of Saudi Arabia - October 2014 till present.

* **Freelancer Fashion Copywriter** from English to Arabic – April 2015 till present.

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**Experience in Translation**

1. **Legal**
* Legal Contracts and Agreements.
* Technical Studies.
* Marriage Contracts, Birth Certificates and Graduation Certificates.
* Association Certificates.
* Internal Documents including Brochures, Letters, proposals and E-mails.
1. **Scientific and Technical** Book about Desalination.

**3- Fashion** **copywriting and creative Translation**

* Dior, Molton Brown, L’Occitane and Benefit Brand
* Press Releases & Interviews.
* Websites and Portals Translation.
* Products Description.

**4- Human Resources**

* Management and Administration Articles.
* CVs.

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**Courses**

* Workshop in Human Resources Management at US Embassy, March 8-10, 2015.
* Course in Advanced Office 2010, November 2014.
* Course in Human Development (Interview and C.V), March 2010**.**

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**Computer Skills:** Proficient with Microsoft Office Programs.

**Personal Skills:**

* Able to deliver tasks on time.
* Able to handle urgent tasks.
* Dealing with translation involving different texts formats (diagrams, charts, pictures etc.)
* Hard worker under stress.
* Self-Planning and Time Management.

**Languages**

Mother tongue **Arabic**

Other Languages

• **English**: Excellent written & spoken

• **French**: Good written & very good spoken.