Mona Azra Habiel

**Freelance Translator**

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**Nationality: Egyptian**

# SUMMARY OF QUALIFICATIONS

***1991- 2023*** Acquiring a vast expertise for the last 32 years in various fields. Responsible for handling and translating all kind of documents such as; international development reports, technical and website materials, feasibility and business case studies, medical material and more. Having a special educational preparation and extensive experience in writing articles, essays, literary comments, political researches and technical reports. What is so important for upgrading one’s experience is the contact and interaction with so many different fields, through which to gain hands-on experience. Inter-personal skills and ability to work in a multi-cultural environment with sensitivity and respect to diversity. Fully bi-lingual, highly skilled, experienced in language-related work and have tertiary qualifications and career expertise in a wide range of subject fields.

# Freelance Language Service Profession (LSP)

Working with various national & international entities such as:

* Netflix
* Sfera Studios, USA (Netflix subvendor)
* TransPerfect, USA
* Pixelogic Media, USA
* SDI Subtitling, UK
* Liberty Language Services LLC (Johns Hopkins Hospitals)
* Christian Holy City Church, USA
* Christian Lingua, USA
* Moravia, Argentina
* Hareword, Turkey
* Awatera, Russia
* Pioneers Legal Translation, Sultanate of Oman
* Langfort Worldwide, UAE
* Beluga, Spain
* Day Translation, USA
* Validential, USA
* [Baybel](http://www.voxbox.com)
* Dico Deutschland GmbH
* Seventh-Day Adventist church
* Saudi Ministry of Health, Ministry of Foreign Affairs, Community Jameel
* A number of global consultants such as Oliver Wyman, T.C. Kearney, BCG, Price

Waterhouse Coopers.

* Dubai Financial Market, Dubai Statistics Center, Bayan Newspaper, Dubai Smart Government, Mohammed bin Rashid School of Government, Abu Dhabi’s Ministry of Education
* Jordan’s Ministry of Education
* Global Governance partners, CARE International, Forever Cosmetics
* Egyptians NGOs such as Arab Forum for Alternatives (AFA) and Educational Institutes such as Knowledge City in Egypt (KCE).

# PROFESSIONAL EXPERIENCE

***October 1991 – December 2022: Anis Ebeid Films***

Anis Ebeid is the leading subtitling company in Egypt that monopolized the market for years. It is well-known for its exceptional quality and expertise. It works in subtitling movies and TV material from and into English. They have been handling the subtitling of Cairo International Festival ever since its conception.

***Senior Translator***

* Subtitling movies, TV series, and documentaries from and into English.
* Proofreading/editing other people's translation.
* Performing screen revision and simulation.
* Final overall look so as to produce a perfect, flawless product.

***Executive secretary***

***April 1995 – June 2007- Engineering Technology Sales & Services***

Industry: Commercial agents

* Preparing all correspondence with both principals and clients and following up with them via e-mail, phone, so as to ensure the completion of the project/job.
* Coordination between different departments at the organization.
* Assisting in the design and implementation of workshops, conference and meeting logistics.
* Establish, maintain and regularly update program filing system; maintaining accurate and updated project documents.
* Arrange GM & staff travel logistics as needed.
* Process all types of payment request forms for all outside agencies and suppliers and follow-up to make sure that the payments are on track.
* Liaise with Administration & Finance Departments to ensure all procurement requests are done in a timely and effective manner.
* Translate agreements, quarterly reports, training materials, etc., from Arabic to English and vice versa, as required and act as an interpreter for the program visitors.
* Upgrade the company’s website content.
* Coordinate the technical assistance as required.

***2007 – Present:***

***Freelance Translator/Transcript/Editor*** working with a number of remarkable institutions; international and regional representative offices in Egypt, in addition to online correspondence work with some educational institutions within the Arab Countries Arena.

* Providing translation for presentations/workshops/ conferences and other event coordination requirements;
* Translating decrees, memos, reports, work plans, websites, feasibility studies, business cases, press releases, monthly/quarterly/annual reports for UAE and KSA government entities .. etc.
* Proofreading and editing final translated versions; responsible for checking the accuracy of translations and concordance with the original text, for ensuring consistency of terminology and improving style.
* Using the internet and email as research tools throughout the translation process;
* Retaining and developing specialist knowledge on specialized areas of translation;
* outsourcing bulk translation projects on basis of quality and accuracy bids;

# EDUCATION

**Ramses College for Girls** : General Secondary School Certificate (Thanaweya Amma) 1987

**1987 - 1991 Faculty of Alsun/Ain Shams University Cairo, Egypt.**

*( Degree: Good / Major: English Literature* ) B.A., English Literature Department. Studied English, American and Comparative Literature, Civilization, Poetry, Criticism, Linguistics, Translation, Drama and Phonetics, with German as a second language.

# SKILLS

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| ***Lingual:*** | Arabic : Native  English: Fluent  German: Good |
| ***IT:*** | Professional experience in MS Windows applications & Internet browsing and research |

SmartCat

<https://smartcat.ai/marketplace/user/mona-azra/>

LinkedIn link:

<https://www.linkedin.com/in/mona-azra-462a11114/>

ProZ:

<https://www.proz.com/profile/2294287>