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| Professional Background |
| Noha is a Translation and Localization Development Manager, MS Arabic Language Owner and content writer and proofreader. She has 23 year experience in software localization, documentation and website writing, translation, localization, linguistic and functional testing and applying quality assurance. Having such a great knowledge enables her to deliver expert training and to work on knowledge management. In the world of training, Noha contributed to the development of the local module of the international Certified Localization Professional (CLP) course. She delivered translation, Localization and Computer assisted tools (CAT) courses for public and private universities, and other entities. Working closely with a wide range of international clients and joining many courses enable her to translate, localize, test and write content in in different fields.  **LinkedIn Profile:**  **https://www.linkedin.com/in/noha-sayed-4296ba1b/** |
| **Objective**  Seeking new challenges in the language industry (translation, localization & content writing) or AI (**Data annotation**), testing (Linguistic/Functional), training in translation & localization, or consultation. |
| Experience |
| **MS Language Owner @RWS**  **June 21-Feb 24**  Responsible for all MS Arabic projects  **MS Arabic moderator @RWS for MS products, and backup moderator for the C+AI account**  **Jan 2015-June 21** |
| * Jan 2021-June 21: Responsible for new products as Commerce, Azure, SQL Server Versions, Visual Studio, Microsoft Intune and Power BI. * Managing Microsoft products (software, documentation, website and help) quality through: * Getting actively involved in the terminology management processes * Testing linguistically and functionally, and applying quality assurance to samples from MS Software products, documentation and website (Office applications, Onedrive, Skype, Xbox, Edge, Onenote, Teams and others) * Reporting bugs to the developers * Communicating with MS on linguistic issues * Providing objective evaluations on linguistic quality * Supporting the translation team on linguistic issues and educating them about best practices * Training Arabize staff & MS community freelancers on MS projects |
| **Jan 2021-Feb 24**  **Arabize: Translation and Localization Quality Manager, Language Development Manager**   * Measuring and tracking the quality of both the translators and revisers for promotion and development purposes * Analyzing translators errors, identifying their root causes & reporting areas of improvement * Providing training to the in-company translators in projects and specialized fields * Providing one to one coaching to the translators based on their need- enhancement points. * Delivering training to translators and revisers on new CAT/QA tools, projects, trends as machine translation & post editing. * Revising new processes that automate the workflow * Evaluating the machine translation output to set the process to be followed * Revising quality standards continuously to ensure that they meet the new clients expectations * Ensuing that the translation & terminology management processes flow smoothly * Providing consultation to project managers about new processes, if required * Monitoring the clients’ feedback and investigating client complaints * Following up latest trends in translation, localization and technology * Holding continuous session with the revisers & translators to ensure that they all have latest knowledge |
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| Arabize: Language Development Manager  2009-2020 |
| * Collecting data and translation memories for machine translation and evaluating output * Analyzing translators errors and identifying their root causes * Providing training to the translators and revisers in new projects and specialized fields * Providing one to one coaching the translators based on their need- enhancement points. * Measuring and tracking the quality of both the translators and revisers for promotion and development purposes * Revising new processes that automate the workflow * Regularly updating skill matrix for the language staff |
| Knowledge Management Section Head  **2009-2014**   * Collecting lessons learned and best practices from projects * Capturing implicit know-how from revisers * Documenting verified knowledge * Collecting translation memories and terminology databases per field and per client * Maintaining company knowledge and updating it regularly * Following up latest trends in translation & localization * Sharing new knowledge across the company * Gathering bilingual content for building MT corpus * Building translation corpuses using CAT tools * Working on cleaning data inserted in the machine translation engine for machine learning development * Labeling data for machine learning |
| Trainer & Training Consultant  **2006-2024** |
| Trainer & Training Consultant is not an official title that I have, but rather some jobs that I am doing during other work.   * Developing training materials on translation, localization, CAT tools, testing, and mind mapping * Establish training plans, that aligns with the company objectives, to the in-office language staff * Evaluate the training programs according to the trainee feedback and progress * Designing measurement tools that measures the progress of the staff and the effectiveness of training * Collaborating with the revisers in following up the staff progress * Proposing external training opportunities in the market that improves the in-office staff skills * Developing presentations and diagrams that facilitate learning. * Delivering training in translation, localization and testing using various aids to:   + Universities such as: Ain Shams University, AlAlsun faculty; Alex University, Filière Langues Appliquées; Al-Azhar University, Badr University   + National Bank for Egypt (NBE) Bank Staff   + International Committee of the Red Cross (ICRC) staff   Arabize: Senior Reviser and Assistant Manager  2006-2009 |
| * Revising projects in Information technology, financial, human resources, legal fields for Microsoft, Oracle & SAP * Revising medical, marketing and legal projects * Testing applications and websites linguistically & functionally * Collaborating with project managers in assigning tasks to translators and revisers * Developing translator skills and updating skill matrix regularly * Ensuring that projects are assigned to the right calibers as per the skill matrix * Training new comers and translators on new projects and CAT/ QA tools |
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| Content Writer and proofreader  2005-2024  **Content Writer and proofreader is not an official title that I have, but rather some jobs that I am doing during other work.**   * Creating comprehensive documentation on using CAT tools for new comers * Designing training ads for courses and workshops * Designing the training curriculums * Documenting meeting agenda and minutes of meetings * Documenting implicit knowledge of translation, revision , testing and project processes * Recording knowledge in different format, as presentations, videos, images and charts * Writing blogs on translation & localization * Revising and proofreading Arabize website content * Developing content in different areas that appeals to me, as handicrafts * Creating illustrations using charts, mindmaps and photoshop images * Proofreading Arabize website   Software and website Tester  2005-2024  **Software and website Tester is not an official title that I have, but rather some jobs that I am doing during other work.**   * Testing software, websites and documentation linguistically and functionally * Reporting bugs to the developers |
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| Arabize: Senior Reviser  **2005-2007** |
| * Localizing & revising projects in Information technology, financial, human resources, legal fields for Microsoft, Oracle & SAP * Translating in different areas as tourism, medical & legal. * Testing applications and websites linguistically & functionally |
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| Arabize: Translator  2001-2003 |
| Translating projects in Information technology, financial, human resources, legal fields for Microsoft, Oracle & SAP |
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| **SaudiSoft: Translator**  **2000-2001 (7 months)**  Localizing windows XP software  Localizing Visual C++  **Al-Iman School: Teacher** |
| 1999-2000 |
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| Projects |
| * Oracle ERP & CRM applications * Microsoft Product Support Service articles, Windows XP, Waive Rider, Download Center, Messenger, blogs and marketing articles, Office 2016, Skype, Xbox …etc * SAP ERP & CRM * Google * Medical Projects (provoz, Mater Hospital, Volcano Therapeutics co, Storz, AstraZeneca, Accu chek, medicine pamphlets, Basera educational books for Low Vision people) * E-learning (EKnowledge, MS e-project, EDB) * Information Technology (Lotus, F-secure, MS projects, Cisco, Oracle) * Cybersecurity: Macafee, MS projects) * Printers (Canon, HP, SamSung, Printronix) * Tourism : Starwood (Hotels & Resorts), Expedia (marketing + Atlas) * Governmental : United Nations   + - * …Others   **Tools**   * Oracle Hyperhub * MS Locstudio * Trados 2005, 2007, 2015, 2017, 2019, 2021 * Idiom Workspace * Idiom Workbench * Linguistic Toolbox (LTB) * XBench * MS Fabric * MemoQ * Memsource * MS Fabric, Leaf |
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| Academic Education |
| * Master degree in Translation Studies, Cairo University, 2019 * Pre-Masters degree, linguistics, Ain Shams, Faculty of Arts, English Department, 2001 * B.A. in English language, Faculty of Arts, Ain Shams University, 1999 |
| **Translation & Localization Courses**   * Localization Quality Management, Translation Automation User Society (TAUS), 2014 * Professional Certificate in Written Translation, (AUC), July 2009 * Certified Localization Professional, The Institute of Localisation Professionals (TILP), 2008 * Translation of Tendering Documents, Arabize, April 2008 * Drafting and Translation of Intellectual Property Contracts, Trademark Licensing Contracts, Franchise Agreements and Patents, International Group for Training and Development, 2008 * UN & Legal Translation Diploma, American University in Cairo (AUC), 2007 * Print Media Diploma, American University in Cairo (AUC), 2005   **Other Courses**   * Data Analytics for Decision Making, Riti, 2016 * Mind Mapping, Certified Tony Buzan Licensed Instructor in, 2013 * Creative Thinking, ORASCOM Training & Technology, June 2009 * Emotional Intelligence for Women, Intellectual Evolution, June 2009 * Training of Trainers, Arabize, February 2008 * Technical Writing, Arabize, 2005 * Writing for the Web, university, 2014 * Speeding Reading, Blink, July 2007 * Developing Effective Supervisory Skills, Career Development & Consultations Academy (CDC), August 2006 * Touch Typing, YAT, 2006 |
| References  References are available on requests |