

# Radwa Hamdi Attia Nosser

[RadwaHamdi33@Gmail.com](mailto:RadwaHamdi33@Gmail.com)

223 – 34 St. – Fourth block  
Sixth Region – Fifth Settlement – New Cairo – Egypt.

**Home:** +20504820203  
**Mobile:** +201115657277  
+201063141613

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## □ Professional Summary

Skilled translator of spoken and written Russian language, with command of English and Russian sentence structure, spelling, grammar, and composition. Able to read and translate a variety of written material, including news articles and legal documents.

## □ Education

**November 2020 to date**      **American university in Cairo**  
Human Resource Management Diploma.

**2016-2020**      **Ain Shams University**  
Bachelor degree in Translation, Interpretation, Russian language and Literature, *Russian Department*  
with cumulative grade: *Very Good* .

**2016-2020**      **Ain Shams University**  
Bachelor degree in English Translation and Interpretation, *ESL*.

## □ Work Experience

➤ Human resources coordinator – **Bayan Tech co.** for translation and localization services, Egypt. **From Dec 2020 till present**

- Active, on-going management of our translator database, keeping records up to date, etc.
- Online recruitment of new resources in order to create and expand a dedicated resource supply to accommodate client needs.
- Using relevant marketing and social media tools for recruitment.
- Observing and tracking resource performance in liaison with our Project Management department and supporting corrective actions when needed.
- Relationship management with existing vendors.
- Answering translator payment and invoicing queries, in liaison with our accounts department.
- Helping project managers with specific translator requirements.
- Negotiating with translators to reach the highest quality with the best rates.
- Observing resources performance through PM feedback and communicating with translators to maintain their availability and commitment to the company.
- Archiving CVs, and other resources related documents.
- Preparing blind CVs of qualified resources when needed by Sales and Project Management.
- Updating resources profiles with relevant feedback & information.

➤ Active Freelance Translator at **Manethon ,Translation services Agency( MTS)**  
**From Feb. 2021 till present**

- Translate legal and Judicial documents (marriage and birth certificates, passports, graduation certificates, High-school certificate (Thanawya Amma), Judgments, tenders and all related documents).

➤ Freelance translator at **Versailles ,Translation Agency**, Alexandria, Egypt.  
**from Aug.2020 till present.**

- Translate legal and Judicial documents (marriage and birth certificates, passports, graduation certificates, High-school certificate (Thanawya Amma), Judgments, tenders and all related documents).
  - Corporate policies (construction companies and engineering facilities).
- Freelance translator at **MDX translators co.** London, England.  
From May.2020 till present.
- Former translator and News editor in political section for an Egyptian-Russian newspaper "**VESTHIK**" published by the agency of Russian news,Egypt.From 2017 till 2019
- Translate political news from Arabic into Russian.
  - Manage and produce news to present information with accuracy, flow, and within time frame.
  - Manage and edit contents to cater to readers' requirement and provide detailed information for same.
  - Manage and edit daily news, special news stories
- Public relation executive for "**VESTHIK**" newspaper. From 2017 till 2019.
- Collaborate with internal teams (e.g. marketing) and maintain open communication with senior management.
  - Edit and update promotional material and publications (brochures, videos, social media posts etc.).
  - Prepare and distribute press releases.
  - Organize PR events (e.g. open days, press conferences) and serve as the company's spokesperson.

## **Activities and volunteering**

- ✓ Volunteer in hospitality and organization for Africa cup of nations 2019 in Egypt from 21 June to 20 July.
  - Interpreting and hospitality for Russian teams .
- ✓ Active participant in organization for the fifth Arab forum on the nuclear energy prospects for electricity generation and seawater desalination host by nuclear power plants authority during 2-4 Dec.2019.
  - Interpreter for Russian guests.

## **Training Programs**

- Translating, Reviewing and arranging company official documents in Planning and follows up dept. at **Belayim petroleum co.**  
From Jun.2018 to Aug.2018.
- Writing and translating articles about up- to date world while technology in technical news dept. lea's Al- Aasr magazine, **Al Ahram** news agency, Egypt.  
From Jun.2018 to Jun.2019.
- Training program in arrival and departure halls with **Egypt air aviation co.** at Cairo International Airport From Jul.2019 to Aug.2019 ;

- Tracking flight arrivals and departures, Worked to address customer service issues and sought positive resolutions, Made reports for missing baggage and also damaged ones.

## **Achievements:**

- ✓ Translation of various academic articles in linguistics and political science – **Freelancer.**
- ✓ Translation of various personal docs including (but not limited) marriage contracts, certificates, bachelor's certificates, master certificates, birth certificates, divorce certificates, family cards, identity cards, and driving licenses –**Versailles for translation services-certified office ,Egypt.**
- ✓ Translation of technical/software materials –**Google.**
- ✓ Localization of website articles, tourism –**Booking .com**
- ✓ Interpretation of airport issues with passengers –**Cairo international Airport.**
- ✓ Translation and reviewing of mining and petroleum field new projects documents – **Petrobel co.**
- ✓ Translation, Editing-Proofreading of political news –**Russian news agency.**
- ✓ Translation of legal documents like Criminal judgments and documents related to legal cases and courts- **Versailles for translation services-certified office ,Egypt.**

## **services provided**

<b>Rates</b>	<b>Russian-Arabic</b>	<b>Arabic-Russian</b>
<b>Translation</b>	0.06 USD	0.08USD
<b>Editing</b>	0.03USD	0.04USD
<b>Proofreading</b>	0.02USD	0.02USD

## **Skills**

### ➤ **Personal Skills**

Ability to learn new languages, good research ability, good communication skills, self motivated, hard worker, ambitious, team work, leadership and self-learning ability, journalism and doing reports, Comfortable with both verbal and written communication, including preparing and giving presentations.

### ➤ **Computer Skills**

Video editing, video subtitles, Microsoft office word, excel, power point and video maker programs, **Amadeus** system.

### ➤ **Language skills**

- ✓ Writing English essays & paragraphs, doing All kinds of translation.
- ✓ Writing Russian essays & paragraphs, specializing in all aspects of translation.
- ✓ Reading long articles & conversations.
- ✓ Making voiceover in Russian/English and Arabic.
- ✓ Ability of singing & presenting poems and also making motivation voiceover for videos.

## ➤ **Core Qualifications**

Adept at ticketing and reservation booking procedures.  
Proficient in use of common industry computer programs and related software.  
Flexibility in work hours and routinely willing to work overtime when necessary.  
Good problem solving skills especially in high-pressure situations.

## ❑ **Interests & hobbies**

Reading, Travelling, Music Listening, Computer, Blogging, Backgammon, Amateur radio, Childcare, Crossword puzzles, Creative writing, Investing, Languages, Meditation, cooking, Photography, Papermaking, Yoga, Volunteering, Video production.

## ❑ **Personal information**

* Date of birth	25 Sep, 1998
* Nationality	Egyptian.
* Marital status	Single.
* Languages	Arabic: Mother Tongue. English: Excellent spoken, Reading & written. Russian: Excellent written , fluently reading and speaking.

***References Available upon Request.***