**Sara Farouk** [APTS Accredited Member](http://www.arabtranslators.org/Certification/certified_members_30201_30300.aspx) No. 30213

*sarafarouk88@gmail.com*• [LinkedIn](https://www.linkedin.com/profile/view?id=219360574&trk=hb_tab_pro_top) *+201114716265*• *Hammamat Al-Kobba*

Dedicated professional with proven track record of exceeding expectations and advancing shared company goals. Exceptional reading, written, and spoken English and Arabic. Known for fostering a highly productive work environment with emphasis on continual growth, development and time management. Proficiency in Trados 7, Trados 2011/2014/2017, Passolo, Workspace Xliff Editor, MateCat, Transit, Wordfast, Transtool, Catalyst, Locstudio, MemoQ, XTM and Across.

|  |  |  |
| --- | --- | --- |
| * Translation/Review | * Writing skills | * Time Management |
| * Interpersonal skills | * Relationship Building | * Terminology/Coinage |
| * Reading comprehension | * Grammar/Spelling Awareness | * Research |

**Professional Experience**

**ARABIZE LOCALIZATION COMPANY** • Cairo, Egypt

**Senior Translator/Reviewer** *2014-2014 &* **Localizer/Translator** *2012-2013*

Directly involved with translating documents/material from one language to another. Ensured the revision of all work before completion. Researched and studied terminology to ensure the proper context. Continuously provided highest quality work during the entire revision/translation process.

**Key Accomplishments:**

* Assisted with well-known company projects including Oracle, Microsoft (Dynamics AX, Dynamics CRM, Dynamics AX for retail, HealthVault), Ford, and Sony Erricson.

**SOFT LOCALIZE COMPANY** • Cairo, Egypt • 2011-2012

**Localizer/Translator**

Collaborated with authors and reviewed original texts to ensure proper translation in relation to desired content, feeling, and meaning of original work. Ensured consistency and accuracy throughout translation revisions in relation to technical terms and terminology. Developed relevant information to be utilized in legal and medical material. Finalized material by proofreading, editing, and revising.

**Key Accomplishment:**

* Provided superior translation services for major companies including Nokia, Motorola, and Canon.

**CERTIFIED TRANSLATION CENTER** • Cairo, Egypt • 2010-2011

**Translator**

Actively involved in the translation and revision of various English/Arabic forms. Held accountable for documents including birth certificates, death certificates, marriage contracts, divorce contracts, commercial registers, power of attorneys, university certificates, ID cards, and many more.

**Additional Freelance Experience**

**Neo Communication ag** • Switzerland • 2017-Present

**Senior Translator/Reviewer**

Participated in the translation of big volume projects and assignments with adherence to all relevant guidelines within the desired time frame.

* Translated manuals and user guides for FRANKE, a world leading provider of intelligent systems for domestic kitchens.

**DASH-WORD** • UAE • 2016-Present

**Senior Translator/Reviewer**

Completed translation and revision work with ease and success. Consistently ensured highest quality translation for every new assignment. Carefully adhered to all relevant guidelines within the desired time frame.

**Key Accomplishment:**

* Translated for Tefal company’s recipe books including for their pressure cookers, stewpots, and fry delight.
* Translated for Adidas UAE website.
* Translated for Cleanipedia website.
* Translated for Amazon.
* Translated for Migrant-rights.org
* Translated some marketing articles for "Day And Night" watches magazine.
* Performed several LQA tasks for reputable entities, such as Google.

**AqlamArabia** • Egypt • 2016-Present

**Senior Translator/Reviewer**

Participated in the translation of big volume projects and assignments with adherence to all relevant guidelines within the desired time frame.

* Translated Insurance Policies for Medgulf Co.
* Translated for Visa.

**LOCANDMORE** • Giza, Egypt • 2014-Present

**Senior Translator/Reviewer**

Implemented successful tactics in handling all translation and revision projects while ensuring commitment to time management and high quality results. Adhered to all guidelines when executing assignments. Revised all work before delivery. Researched both terminology and coinage to ensure appropriate context.

**Key Accomplishments:**

* Assisted on the famous video game ‘The Witcher 3’ as well as ‘War Inc.’
* Acknowledged for best localization game and best Arabic localization at IGN People’s Choice Award for work done on ‘The Witcher: Wild Hunt”
* Assisted on various translation tasks related to the famous video game "Empires & Allies"
* Assisted on various translation tasks related to the famous video game "FIFA 2017"
* Assisted on various translation tasks related to the famous video game "Crash Fever"
* Assisted on various translation tasks related to the famous video game "Game of War"

**EDARA.COM** • Cairo, Egypt • 2014-Present

* Assisted on summarizing and translating book projects including *On Becoming: Baby Wise, managing for Happiness, The Seven Principles for Making Marriage Work, The 4 Lenses of Innovation, Give Smart, The 5-Second Rule,* and many more.

**ARABIZE** • Cairo, Egypt • 2014-Present

**Senior Translator/Reviewer**

* Translated for international companies including Oracle, Udacity, Microsoft, Ford, Sony Mobile, Smiths Detection, Zajil, and many more.

**Education & Certification**

Accredited Translator from Arab Professional Translators Society (APTS), Membership No. 30213 | Beirut, Lebanon | 2016

Diploma in UN and Legal Written Translation, [American University in Cairo], 2015

Foundation Certificate for Written Translation, [American University in Cairo], 2011

Bachelor of Arts in English Language, The Faculty of Languages Alsun, Ain Shams University| Cairo, Egypt | 2009

**References**

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