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|  | Walid Mohamed Abotaleb**ISO Certified Translator according to ISO 17100** |
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|  | Contact Information |
|  | Address: 5 Mohamed Metwaly St, Arab Elramel, Quesna City, Al Menofia. Egypt.Phone: (002) 01226068963Mobile: (002) 01110600711Email: walidabotaleb@gmail.comEmail 2: walid.abotaleb@yahoo.comSkype: walidabotaleb\_87Proz: <http://www.proz.com/translator/1622464>LinkedIn: [eg.linkedin.com/in/walidabotaleb/](http://eg.linkedin.com/in/walidabotaleb/%22%20%5Co%20%22View%20public%20profile) |
|  |
|  | References |
|  | Sayed Sadek Project Manager Localize-Tech company **info@localize-tech.com**Kariman ElmalahProject ManagerLocalized Vision company**pm2@localizedvision.com****Yasser Fahmy****Translation Manager**Bayan Tech Company**yasser.fahmy@bayan-tech.com** |
|  | CAT Tools |
|  | * SDL Trados (2007, 2011, 2014, 2015)
* Translation WorkSpace - GTT Tool
* Idiom World Server - MemoQ
* SDLX - Passolo - Helium
* Reach -Wordbee - Wordfast
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|  | Field expertise |
|  | Technical (All Technical Materials) Software LocalizationHardware LocalizationWebsite LocalizationHR and DevelopmentAutomotiveMarketing & BusinessMedical & HealthcarePress ReleasesEducation and Education InstitutionsTelecommunicationUN Translation |
|  | Translation Accounts (include but not limit to the following) |
|  | Google (AdWords, AdSense, Web Content, User Interface, etc.)HP, Dell, Philips, ToshibaApple, Nokia, SamsungMolina Health CareAdobe, eBay, LinkedInOshkosh MilitaryMassachusetts’s School noticesChevrolet, FordUdacity and eBayHome appliances (Manuals- Software, Hardware) |
|  | Computer Skills |
|  | Professional skills in MS Office suite including Word, Excel, Power Point, Outlook, etc.Fast touch typing more than 45 words per minute and searching skills through internet.Excellent Google search skills.Business correspondence writing letters and memos, editing for content, spelling and grammar.Able to learn new software applications with ease.Advanced internet user [surfing, browsing, chatting, email, and communicating]. |

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| Work Experience |
| Freelancer (Translator, Editor, Reviewer, Proofreader, QAer) Dec 2015 – PresentWorking for many translation agencies, providing localization and translation services. Duties include the following:Translating and Reviewing tasks (Technical, IT, User Manuals, Software, Documentation, Web-content, etc.)Editing translated filesPerforming Arabic ProofreadingQAing tasksMaking QC for tasksMaking LQA for tasksManaging Projects Team Lead and ReviewerMe Localize June 2015 – Dec 2015Leading a team of translators and reviewing their works. Duties include the following:Teaching CAT tools to junior translators.Translating/Reviewing my daily quota (Technical, IT, User Manuals, Software, Documentation, Web-content, etc.).Listening to translators and reviewers to understand their concerns and needsWorking with other staff (PM, Translators, Reviewers) to set new goals, objectives and methodsSolving technical problems that are related to CAT Tools.Responding to misbehavior in an effective but measured wayPerforming Arabic Proofreading.QAing tasks.Making QC for tasks.Making LQA for tasks.Managing ProjectsSenior Translator and Reviewer (Translation manager Assistant)East Localize Nov. 2014 – June 2015Leading a team of translators and reviewing their works. Duties include the following:Translating/Reviewing my daily quota. Assigning translation tasks for Translators and ReviewersWorking with other staff (PM, Translators, Reviewers) to set new goals, objectives and methods.Solving technical problems that are related to CAT Tools.Establishing effective management practices with translators and reviewers.Listening to translators and reviewers to understand their concerns and needsSenior TranslatorBayan Tech Oct. 2012 – Nov. 2014Translating Marketing, IT, Software, Medical, Technical, and Financial materialsPerforming Arabic ProofreadingLearning new CAT Tools (SDL Trados 2007 - SDL Trados 2009 - SDL Trados 2011 – Translation Work Space – GTT Tool – Idiom – MemoQ- SDLX – Passolo - Helium)**Freelance Translator** 2009 - Oct 2012Localize Group Company - Innovative Translators, and others Working for many translation agencies, providing localization and translation services. Duties include the following:Translating and Reviewing tasks (Technical, IT, User Manuals, Software, Documentation, Web-content, etc.)Editing translated filesPerforming Arabic Proofreading |
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| Education |
| ISO 17100 Certified Translator 2016By the Austrian Standards Institute.Bachelor of Arts and Education (English Department)Benha University 2008Grade Good**Certified Translator (Proz.com)**<http://www.proz.com/translator/1622464>**ICDL (ICDL foundation)****Project Management (University of Irvine (Coursera Online)**[**Social English Language Skills**](http://alison.com/courses/Improving-Your-Social-English-Language-Skills) **(Alison)****Course in conversation skills (Foreign language Center, Benha University)****Communication Skills (AGC Academy)****Customer Service (AGC Academy)****Time Management (AGC Academy**)**Photoshop Course (Teachers’ Syndicate)** |
| Languages |
| **Arabic Mother tongue** **English*** **Speaking (Excellent)**
* **Reading (Excellent)**
* **Writing (Excellent)**
* **Listening (Excellent)**

**French*** **Speaking (Fair)**
* **Reading (Fair)**
* **Writing (Fair)**
* **Listening (Fair)**
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