P Personal particular	<u>En</u> <u>Translator &amp;</u>	g <u>S. Mohamed</u> Résumé aglish<>Arabic 2 Consecutive Interpreter
Name	Farag S. Mohamed	
Contacts	TeleFax	+202 37 34 1624
	Mobile_1	+2 010 562 1836
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Address	Cairo, Egypt	
Email	arabic@nour-translocalize.c	
Yahoo ID	<u>nour-translocalize@nour-translators2003</u>	ansiocanze.com
MSN ID	translators2003	
Skype ID	nour_translocalize	
0 110		
<b>Qualifications:</b>	BA of English Language	ages), Ain Shams University – Cairo, Egypt, May 1993.
	Mother Tongue: Arabic	ageo), mii onanio oniveisity – Cano, Egypt, Iviay 1995.
	Second Foreign Language: I	French.
Computer skills:	Operating Systems	MS Windows; MS Office
	Software programs	Adobe InDesign CS4.
		Adobe Illustrator CS3 ME.
		Adobe Photoshop CS ME. Adobe Acrobat 7.0 Professional.
		Visual Basic 6.0.
		Solid Converter PDF Professional (3.0 Build 268) (PDF to
		DOC/RTF Converter).
		Readiris Pro 10 (OCR software).
	Electronic dictionaries	El-Mawrid Electronic Dictionary, English-Arabic; Arabic-
		English.
		Merriam-Webster's Third New International Dictionary, Unabridged.
		Microsoft Bookshelf 2000.
		Babylon Pro 7.
	Anti Virus software	McAfee Total Protection (automatically updated).
Internet		fing, browsing, chatting, email, communicating].
<b>Translation Tools</b>	(CAT Tools)	TRADOS 6.5 LSP (currently).
111		SDLX & TRANSIT (previously).
	IBM computers.	
	(In 1993-1996, I used Apple N	Mackintosh).
	Scanners.	
	Printers.	
•	CD-ROM reader/writer.	
Hobbies and	Reading English and Arabi	c Literature, Writing Arabic Essays and Short Stories. <u>Here's</u>
other skills:	one example. And here's another.	
<b>Publications</b>	The following are the boo	oks I translated from English into Arabic:
	1. The Lord Of The Rings, Vol.	I, The Fellowship Of The Ring [ملفة الخانم].
	2. The Lord Of The Rings, Vol.	II, The Two Towers [
	3. The Lord Of The Rings, Vol.	III, The Return Of The King [طلطالة عامو].
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<del>4</del>		
	4. Seabiscuit: An America	n Legend, by Laura Hillenbrand [].
		Lawson ر <b>تش الأرانيا</b> . y Spinelli رمانياك ماجمع
<u>Career History</u>	<ul> <li>6. Maniac Magee, by Jerry Spinelli [ A part-time / freelance translator/Consecutive Interpreter and sub-/ independent contractor since my graduation from the Faculty of Al-Alsun (Tongues / Languages), Ain Shams University, Cairo, Egypt, in 1993.</li> <li>Generally speaking, I have been doing translation in as many diverse fields as there are myriad fields of knowledge: Business, Economics, Finance, Law, Contracts and Agreements, UN stuff, USAID stuff (Egypt &amp; Iraq), Biotechnology, Religion, Psychology, Sociology,etc.</li> <li>As to technical translation, the experience I have gained so far can vastly be relied upon. I have so far done a great deal of technical translation jobs; to mention only a few: Banking software (FLEXCUBE*), Computer Software; Computer Hardware: Printers: HP, Epson, etc; Manuals of Videos, DVD Players, Televisions (Bio Vision, Toshiba), OSIM_products, Washing Machines, Refrigerators, Vacuum Cleaners; Automotives – Kia, Volvo, Ford, Bentley Arnage, etc.</li> <li>I have been rendering my translation offices and companies in (Egypt, UAE, Qatar, Kuwait, UK, Singapore, Japan, New Zealand, USA, Italy).</li> <li>Below you will find rather extensive description my career arranging items geographically, ie, based on where I worked or where my clients are located regardless whether I worked for them as a full- / part-time / freelance translator/Consecutive Interpreter and sub-/ independent contractor.</li> </ul>	
Latest Jobs/Projects	Employer Project Description	Beshara Group: www.ebeshara.com; Cairo, Egypt Proofreading and Translating a set of documents relating to a "Full Integrated Study for Civil Service Integrated Systems Modernization Pilot for the Ministry of Social Affairs and Labor in an [Arab country]. The Integrated Systems Modernization Study aims to modernize the managerial and organizational processes. The modernization will cover reengineering and simplifying processes regarding governmental sector organizations. The regulations enforce some technical and technological improvements to be done by all governmental organizations, which mandate modernization of integrated systems for civil services and linkage between those organizations. The scope of this project covers the business process re- engineering, simplification, and automation framework for the entire scope and applying the proposed methodology and architecture on the Ministry of Social Affairs and Labor. The study attempts to briefly describe the processes in the Ministry in relation to organizational changes, skills, IT infrastructure and legacy systems to identify weak points from selected good practices; and to suggest recommendations for future action with a focus on the target specifications and competencies required for [country name) eGovernment.
	Supervisor	Dr. Ahmad Sabry (IT Consultant); email: <u>asabry.pm@gmail.com</u>
	Employer	USAID>TAPRII >BearingPoint – Management & Technology
₽		Page 2 of 11

-	Project Description	Consultants: <u>www.bearingpoint.com</u> ; Cairo, Egypt I was consulting as a translator and interpreter on a couple of projects from May 2007 to September 2008. I used to provide consulting services as a translator and interpreter on a large, multi-
	Job responsibilities	<ul> <li>consulting services as a translator and interpreter on a large, multi- component United States Agency for International Development (USAID) funded project, Technical Assistance for Policy Reform II (TAPRII) in Egypt. In this capacity, I worked with a BearingPoint's project team in multiple functional areas to provide translation and interpretation services on technical documents ranging in subject area from <u>Human Resources, to Finance and Accounting, Business</u> <u>Process Reengineering, Communications and Information Technology</u>. The project is the modernization of large Egyptian government organizations.</li> <li><u>Providing translation of various technical documents</u> developed by the BearingPoint project team from English into Arabic in the areas of Business Process Reengineering, Finance and Accounting, Legal, Information Technology, Human Resources and Communications;</li> <li><u>Translation of technical documents</u> received from Egyptian government counterparts from Arabic into English in the areas referred to above;</li> </ul>
		<ul> <li><u>Providing interpretation at high level government meetings</u> between the consulting firm's project team and senior level government officials.</li> <li><u>Providing interpretation in technical workgroup meetings</u> between the consulting firm's project team and government officials in each of the project's functional areas including business administration, finance and accounting, legal, human resources, communications and IT. Each of the functional areas has established working groups meeting weekly or more; I have provided continuous interpretation at these working group sessions.</li> <li><u>Accompanying and interpreting for the consulting firm's project team on client site visits.</u></li> </ul>
	Supervisors	A number of senior persons of BearingPoint working as project managers.
<u>World wide clients</u> 1. <u>Egypt</u>	Employer Job title Accomplishments	Nahdet Masr Publishing Company <u>www.nahdetmisr.com</u> Freelance Translator Translating the books above mentioned all of which are published.
	Employer	Harf Information Technology: Cairo, Egypt;
	From: 3 <sup>rd</sup> July, 2005 Job Title Job Responsibilities	<u>To:</u> 31 <sup>st</sup> August, 2006 <u>Full Time</u> Senior Translator, Reviewer & Translation Group Lead At <u>Harf</u> I worked as a reviewer and group lead. Since the first day at Harf, we had been working to establish the department anew with (a) certain big project/s in mind. Besides, I cooperated with <u>Harf</u> developers to develop a Translation Tool that would be used in the translation process at <u>Harf</u> , which effort was eventually crowned with the internal release of Harf Translation Tool.
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Employer From: 1st April, 2005 Job Title Job Responsibilities	Harf Translation Tool is meant, just as any other CAT tool, to assist the translators and enhance the translation process as regards accuracy, consistency, standardization of terminology by using a Translation Memory, and so on. Together with the translators team, we managed to collect a very huge database (TM), with a number of items classified as (single words, two or more words, sentences, blocks of sentences) amounting to about half million records in the different and various domains of knowledge. We did a big scientific project with (Commission on Scientific Signs of Qur'an & Sunnah - www.nooran.org) Thus, in brief, I was in charge of the technical aspect of the translation process – as far as the CAT tool was concerned; and organizing the translation team, assigning tasks, reviewing and giving feedback (and sometimes translating), getting feedback from native editors (American and British) and preparing the final versions of translations by approving or rejecting any changes or modifications made by them, and finally catering for the translation needs of the different departments of <u>Harf</u> . My <u>Harf</u> email address was <u>fsm@harf.com</u> C/O: Engineer Tarek Ezzat ( <u>Translation Manager at Harf</u> ) <b>Eayan Translation Group</b> ; Cairo, Egypt www.bayangroup.com I have been in charge of reviewing translations made by junior and senior translators in an attempt to enhance quality. Besides, J usually prepared feedback on the translation jobs I reviewed which I communicated to translators instantly through a shared file – stage one – and through the shared file and verbally – at stage two. During that period of time, I managed to enhance the process of translation and boost the level of translators which thing was felt, recognized and appreciated by everybody in the company; the manager and owner <u>Mr. Muhammad Fadel</u> included.
Employer	Wathika Translation Company, Cairo, Egypt; www.wathika.com
From: 1 <sup>st</sup> August, 200	
Job Title	<u>Part time</u> Translation Senior Reviewer (QA Officer)
Job	Final reviewing of Arabic books (mainly classical Arabic &
Responsibilities	Islamic books) after they have been translated (by translators and senior translators) and reviewed (by junior reviewers) in order for them to be sent after this phase to native speakers and specialists before publication. During that period of time, I came into very close contact with the Classical Arabic (mainly Islamic) books. That period was not easy at all; since I reviewed books done by various translators and sometimes these books had not been reviewed/duly reviewed by reviewers. During my career at Wathika, I learned how to be utterly accurate and meticulous.
Employer	Sakhr Software Company: (Nasr City-Cairo-Egypt) Machine Translation Department. <u>www.sakhr.com;</u> <u>www.ajeeb.com</u>
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From: 6 <sup>th</sup> November, Job Title Job Responsibilities	2000 <b>To:</b> 31 <sup>st</sup> December, 2002 <b>Full Time</b> <b>Linguist, Senior Linguist, Head of Group</b> Participating to the building up of the greatest unprecedented project in its field in the Middle East region; i.e., English-Arabic- English Machine Translation. During my career at Sakhr, my performance was just great and was highly appreciated and applauded by my <u>superiors</u> . I got a bonus after less than a month of my appointment. Then I got promoted to a senior linguist and a head of group in no time.
Employer From: June 2000 Job Title Job Responsibilities	Info Egypt Translation Office: Downtown, Cairo, Egypt <u>To:</u> September 2005 <u>Freelancer</u> Legal and Technical Translator Translating legal documents, agreements, and contracts. Besides, I also translated some technical documents such as washing machines and refrigerators manuals. In addition to doing the regular translations received by such small offices, I translated a religious book containing a collection of Fatwas For Women. The book contained a number of papers and topics by great Muslim Scholars such as Ibn Baz and Ibn Uthaimeen.
Employer <u>From:</u> October 2002 Job Title Job Responsibilities	Apex Targum (Hisham Marzouk) Translation Office: Cairo, EgyptTo: September 2006Freelance, Part Time, Full TimeLegal Translator and ReviewerWhen I worked on part time / full time basis at Apex Targum Translation Office I worked as a translator, reviewer, and sometimes I was in charge of the entire business in the absence of Mr. Marzouk.At ApexTargum I learned more than I taught. Mr. Marzouk is a highly qualified legal translator (lately obtaining BA of Law, Cairo University) which thing enabled me to come into very close contact with this tough area of legal translation.
Employer <u>From:</u> November 200 Job Title Job Responsibilities	Future Soft: www.future-soft.com; Cairo, Egypt         2 <u>To:</u> August 2005         Freelancer       Technical Translator         Future Soft is one of the leading localization companies in Egypt.         While cooperating with Future Soft, I did translation jobs in the fields of computer software, hardware and printers. Besides, I did translation jobs in the field of automotives; translating Bentley Arnage and Nissan User's Manuals.
Employer <u>From:</u> November 2003 Job Title Job Responsibilities	Arabic Localization Services, www.arabic.translation.net; Cairo, Egypt. <u>To:</u> July 2005 Freelancer Technical Translator While cooperating with Engineer Edmond Mounes (owner and manager), I did a great deal of translations of the manuals of HP printers and HP All-in-one, and Epson printers, in addition to Page 5 of 11

₽	Machines, washing machines, televisions (BioVision), E-Vision receivers and many other technical translations.
Employer	<u>Mr Fouad Hassan Office:</u> (Translation & Localization); Cairo, Egypt.
<u>From:</u> January 2004 Job Title	<u>To:</u> June 2005 <u>Freelancer</u> Technical Translator
Job Responsibilities	While cooperating with <u>Mr. Hassan</u> in the field of technical translation I did a great deal of automotives (Kia, Nissan and Volvo) manuals translation.
Employer <u>From:</u> 20th October 20 Job Responsibilities	ArabicTranslationNetwork;Alexandria,Egypt,www.arabictranslate.com04To:July 2005Mr. Mohammed El Amir of Arabic Translation Network firstapproached me on Wed 10/20/2004 4:02 PM for a rush job. Iwent on doing translation jobs for him till the end of July 2005.Most of Mr. Amir's jobs were political reports and human rightsstuff.
Employer	STAR Middle East Ltd., Cairo, Egypt
<u>From:</u> 2003 Job Title	<u>To:</u> 2004 (approximate) <u>Freelancer</u>
Job	Technical Translator Translation Project: FLEXCUBE®
Responsibilities	I participated in the project where we translated and localized the product itself together with its manuals and help guides.
Employer	Al-Hadaf Translation Office; As-Sitteen Street, Malaz, Riyadh, Kingdom of Saudi Arabia
<u>From:</u> April 1999 Job Title	<u>To</u> : May 2000 <u>Freelancer</u> Legal Translator
Job Responsibilities	Translating some documents mainly legal.
Employer	<b>Atlas Translation Office,</b> Ad-Dabab Street, Opposite Riyadh Chamber of Commerce, Riyadh, Kingdom of Saudi Arabia
<u>From:</u> June 1999 Job Title	<u>To</u> : May 2000 <u>Freelancer</u> Legal Translator
Job Responsibilities	Translating some documents mainly legal.
Employer	Al-Attar Translation Office ; Downtown, Cairo, Egypt
<u>From:</u> 5 <sup>th</sup> June 1993 <u>From:</u> June 2000	<u>To:</u> September 1998 <u>To:</u> November 2000
Job Title	Full Time and Freelancer General/Legal/Technical Translator
Job Responsibilities	In this small office in Abdel Khalek Tharwat Street, Downtown, Cairo, Egypt I learned my very practical ABC of translation. The last day of exam at college was 6th June 1993. I approached Ms. Al-attar Office on 5 <sup>th</sup> June 1993 and they accepted me to work with them.

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		There and then I worked day and night trying to gain as much experience as any ambitious human being could do. This small office used to attract some very good clients. I managed to translate, there and then, a great deal of contracts and agreements; lawyers' documents and briefs; as well as some technical stuff. Even when I joined the Egyptian Army (compulsory military service) at the end of January 1994, I used to spend all my vacations with them working day and night to cater for most of their translation needs. This continued till I finished my military service in February 1995. When I came back from KSA in May 2000 I started working for them once again till nearly the end of 2000.
	Employer <u>From:</u> May 1995 Job Title Job Responsibilities	Dokki Translation Center, Dokki, Giza, Egypt <u>To:</u> January 1997 Freelancer Legal Translator Translating some documents mainly legal.
	Employer <u>From:</u> May 1996 Job Title Job Responsibilities	<ul> <li><u>E &amp; H Translation Office</u>; Downtown, Cairo, Egypt <u>To:</u> August 1998</li> <li><u>Freelancer</u></li> <li><u>General and Legal Translator</u></li> <li>Translating some documents mainly legal.</li> <li>In addition to doing the regular translations received by such small offices, I translated some papers in the religious domain particularly in the area of (Sufism).</li> <li>Besides, I translated a section of a book (a book) entitled <b>Classroom Management</b> by Wilford A. Weber.</li> </ul>
	Employer From: August 1996 Job Title Job Responsibilities	Accurate Translation Office ; Downtown, Cairo, Egypt <u>To:</u> June 1998 Freelancer General and Legal Translator Translating some documents mainly legal.
	Employer Job Title Job Responsibilities	Mr. Hamdy Kenawy (a fellow translator), Cairo, Egypt Freelancer Military Translator Military Job: Command and Staff Trainer (CAST) and Crisis Management Centre (CMC), a full study - An INSYS proposal to the (country) Royal Guard for a new Command and Staff Training Facility And Crisis Management Centre in (City)
2. <u>UAE</u>	Employer <u>From:</u> June 2005	<u>Trans Gulf Management Consultants; Sharjah, UAE;</u> www.transgulfme.com <u>To:</u> present
	Job Title Job Responsibilities	<u>Freelancer</u> General, Legal, Technical Translator Ms. Sahar Haffar Mously of Trans Gulf Management Consultants is herself a translator and interpreter. She was to me both an
		Page 7 of 11

F		<ul> <li>outsourcer and mentor/reviewer. I benefited a lot from her feedback.</li> <li>Ms. Mously first approached me on 7<sup>th</sup> June 2005 to take part with her in translating a huge amount of documents relating to the events in Iraq. This was a big project and took some time. It lasted almost towards the end of 2007.</li> <li>I went on working with her after that doing various jobs in different areas of knowledge, To mention only a few:</li> <li>Taking part in translating some documents for [The Dubai Biotechnology and Research Park; United Arab Emirates: www.dubiotech.com.</li> <li>Translating some arbitration awards subject to the Conciliation and Arbitration Rules of the Dubai Chamber of Commerce and Industry. Translating some contracts and agreements.</li> <li>I translated a detailed study relating to [Strategies for Assisting the Marsh Dwellers and Restoring the Marshlands in Southern Iraq].</li> <li>I did a project relating to cosmetic products; mainly Nivea Products.</li> </ul>
	Employer	Communication Legal Translation; Dubai, UAE;
		www.communicationdubai.com
	From: November 200 Job Title	5 <u>To:</u> present <u>Freelancer</u>
	-	General, Legal, Technical Translator
	Job Responsibilities	Mr. Salah Al Zein of Communication Legal Translation is himself a translator. He actually first approached me in Mid October 2005. Online negotiations between us took about one month. I received the first job from Mr. Al Zein's in Mid November.
		To mention only a very few areas I tackled and projects I did with Communication Legal Translation; I state for example:
		I did a great deal of contracts and agreements; Investment Service Agreements; insurance policies and agreements; Memorandums of Association and Articles of Association; Boards of Directors Minutes and Decisions; Powers of Attorneys; as well as all different types of legal papers and official documents.
		I translated some arbitration awards of Dubai International Arbitration Center.
		I did a big project relating to Abu Dhabi Investment House.
		I did a big project relating to Abu Dhabi Customs Modernization.
		I translated a number of documents on [Health, Safety & Environment Manual for Oilfields Supply Center Ltd.]
		Moreover, I did a bulky <b>Human Resources</b> job, translating some HR Manuals prepared by a leading global management consulting firm for a UAE bank.
		I translated, as well, a lengthy market study and Business Plan prepared by an international company which is in itself is a highly ranked worldwide association of legally independent member firm for an UAE company which is in itself a group of companies.
3. <u>Japan</u> 4. <u>Singapore</u>	Employer Employer	Intac Co.,Ltd.; www.intac.co.jp; Japan Intac Vision Singapore Pte Ltd; www.intac-v.com.sg; Singapore
	<u>From:</u> March 2005 Job Title	<u>To:</u> Present <u>Freelancer</u>
		Page 8 of 11

4		Job Responsibilities	<b>Technical Translator</b> Since Mayo Uchiyama of INTAC (U.K.) first approached me to do their (INTAC's) Arabic translations for them I have been doing a great deal of technical translations especially as he then stated it (TV and AV manual translation). I have translated all their Toshiba Manuals (TVs and DVDs). Besides I translated nearly all <u>OSIM (www.osim.com)</u> products: The full list of OSIM products; to mention only a few: iBPM, iScale, iPoke, iSnug, iBike, iEcologi, iCheck 100, iGallop, uZap, iDesire, iVibe, uKids Sparkle, iGoGo, Eye mask, uZap King, iMedicPRO, NOROMelody, uSurf, uScale BF, uScale, uZapMini, uSonic, uPapa, iPamper, uScale PRO, uMist, etc.
	5. <u>England</u>	Employer <u>From:</u> March 2005 Job Title Job Responsibilities	Amadeus Translations; www.amtrans.co.uk         To:       July 2005         Freelancer       Technical Translator         I did a big project for this company (Ford manuals) in addition to a lot of DTP work
	6. New <u>Zealand</u> 7. <u>Qatar</u>	Employer From: July 2007 Job Title Job Responsibilities	TNZ TransNational; www.transnational-ltd.co.nz <u>To:</u> Present         Freelancer         General, Legal, Technical Translator         Translating some documents especially official papers of Arab         students studying in New Zealand. (NB. Mr. Hyden Toonen;         owner of this company used to work for INTAC Japan before,         and when he had his own business, he started sending my his own         jobs).
	1. Qatai	Employer <u>From:</u> Fri 8/14/2009 Job Title Job Responsibilities	<ul> <li>Zenith Translations; Doha, Qatar;</li> <li>www.zenith-translations.com <ul> <li><u>To:</u> present</li> </ul> </li> <li>Freelancer</li> <li>Environmental, General, Legal, Technical Translator</li> <li>Mr. Majdi Abuzaid of <u>Zenith Translations</u> first approached me early in August 2009. I received the first job from Mr. Abuzaid 's on Fri 8/14/2009.</li> <li>I took part in the translation of a big Atlas project for the MINISTRY OF ENVIRONMENT entitled Sensitivity Mapping of the Western Coast of Qatar</li> <li>Since then I continued to cooperate with Mr. Abuzaid 's on different projects till the present time.</li> <li>My business email assigned to me by Mr. Abuzaid 's is farai@zenith-translations.com.</li> </ul>
	8. <u>Italy</u>	Employer <u>From:</u> May 2009 Job Title Job	Softitler the Subtitling and Localization Division of Deluxe® Digital Studios; www.bydeluxe.com www.softitler.com <u>To:</u> present <u>Freelance Translator</u> (to create subtitles for broadcast in Europe)
		•	Softitler approached me in May 2009. I took their Page 9 of 11

<b>F.</b>	Responsibilities	translation/subtitling test. Later on I started my training and installation of their software programs. I was ready to start real work on 06 August 2009.
		Since then I have been doing proofreading for them doing either first or second phase of proofreading (proofer1 or proofer2).
		Teaching ESL/EFL
Overview	In the period from	October 1993 to May 2000, I worked as a Full Time/ Part Time
	*	in Cairo and Riyadh.
	Employer	<u>The Horizon Institute for Languages</u> ; As-Sitteen Street, Malaz, Riyadh, <b>Kingdom of Saudi Arabia</b>
	Erom 12th Sontomb	
	From: 12th Septembe	
	Job Title	Full Time
		ESL/EFL Instructor
	Job Responsibilities	I taught different courses both American and British for students at different levels starting from beginners till advanced. Such courses
		included, English for a Changing World.
		I taught other specialized courses, as well, such as Advanced Grammar and Linguistics for individuals from Al-Imam
		University.
		I taught (and prepared the teaching material for) the employees of <b>Al-Rajhi Banking and Investment Corporation</b> in Riyadh,
		Dammam, Jeddah and Medinah where they used to study banking operations related material.
		Moreover, I taught the candidates of Al-Khuzama Hotel.
		Lastly, I taught a series of courses at the Chamber of Commerce and Industry in Riyadh.
		Notably, my students were ranging in age from little kids (10/12
		years) to old people (40/50 years), and they were from different nationalities and backgrounds - Saudis, Syrians, Palestinians,
		Egyptians. Pakistanis, Indians.
	Employer	The Egyptian Ministry of Education, Cairo, <b>Egypt</b>
	From: 21st Septembe	
	Stages I taught	Secondary Commercial Schools
		Secondary Experimental Language Schools Preparatory Schools
	Job	This period was very rich and enriching actually and very full of
	Responsibilities	experiences. During that period I taught different commercial and
	Responsibilities	business courses (for Commercial School Students) which thing
		added to my translation abilities in this area. I taught different courses (mainly British) for different stages –
		primary, preparatory and secondary; again, this added to my
		overall general knowledge and enriched my linguistic skills.
		Last but not least, I taught different works of art either as simplified versions or full versions. To mention only a few
		examples: I taught simplified works for Charles Dickens (A Tale of Two
		Cities, Oliver Twist, and others) in addition to the full novel of Great Expectations.
		I taught simplified works of Shakespeare such as Romeo and Juliet, The Merchant of Venice, and others.
	Employer	I taught some courses as an EFL instructor at different times
	Employer	within the period from 1993 – 1998 at these English Language Institutes:
		• International Living Languages Institute : Dokki Branch,
		<ul><li>Giza, Egypt</li><li>International Living Languages Institute : Tallat Harb Branch,</li></ul>
<b>1</b>		Page 10 of 11

	<ul> <li>Cairo, Egypt</li> <li>LCC, Masara, Shoubra, Cairo, Egypt</li> <li>European Institute for Languages: Al-Ahram Street, Giza, , Egypt</li> <li>I taught different courses ranging from specialized courses such as Tourism in [International Living Languages Institute: Tallat Harb Branch, Cairo, Egypt] to general courses – British and American.</li> </ul>
How I Work	Below is the work cycle I follow in all my translation jobs:
	<ul> <li>First: Converting PDF files into WORD or RTF files (if applicable), and checking files for any missing parts or pieces of information;</li> <li>Second: Reading the material in preparation for translation and preparing a glossary of the difficult and / or repeated words and phrases and surfing the Internet to find any information related to the subject matter;</li> <li>Third: Translating the material;</li> <li>Fourth: Exhaustive reviewing comparing the source and target texts thoroughly;</li> <li>Fifth: Proofreading;</li> <li>Sixth: DTP work (enough to make the target text appear a mirror image of the source); and</li> </ul>
	Seventh: Final routine check as a final step after the DTP cycle before delivery to client.
Conclusion	I hope my qualifications and experiences are up to your expectations and to your full satisfaction. I hope meanwhile that I will be able to cater for all your English-Arabic Translation and Consecutive Interpretation Needs. Should you need any further details on my career, please do not hesitate to contact me. You may also get, if you request, the references you may need to be sure and assured that your translation jobs are handled by a really professional translator. Looking forward to hearing from you. Karag S. Mohamed English-Arabic Translator and Consecutive Interpreter Cairo, Egypt Cel.: +2 010 562 1886/ +2011 106 2790 TeleFax: +2 02 3734 2624 email: arabic@nour-translocalize.com nour-translocalize@nour-translocalize.com
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