**SHAFAG MEMMEDOVA**

Azerbaijan/ Baku

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I'm Shafag Memmedova, a highly professional and experienced Arabic -English-Russian- Turkish copywriter and translator

# Education

* Master's Degree in Foreign Languages and Literatures, Libera Università di Lingue e Comunicazione IULM (Sep 2001 - Mar 2004) Faculty: Languages and Translation

**Services:**

* Copywriting, Transcreation, Adaptation, Translation, Proofreading,Editing and Interpretation.

**Employement History:**

**June 2016 to Date :**

 **Senior Translator , Abu Dhabi Urban Planning Council (UPC)**

 **Responsibilities:**

* Translation of all UPC correspondences and letters.
* Translation of all federal and local laws related to UPC works.
* Translation of contracts and agreements made between UPC and other local and international authorities and organizations.
* Translation UPC press releases and financial statements.
* Managing the high workload in an efficient manner.
* Making consecutive translation and interpretation during meetings.

***April 2010 to May 2016***

**Senior Translator - International British Institute "IBI" - Alexandria - Egypt**

**Responsibilities:**

* Translating, editing and proofreading legal contracts and agreements;
* Translating, editing and proofreading Articles of Association and Memorandum of Association;
* Translating medical reports and all types of notes issued by various types of authorities.

***April 2007 to December 2009***

**Senior Copywriter and Translator - UAE Ministry of Interior - Emirates Identity Authority**

**Responsibilities:**

* Copywriting and translating articles and news;
* Copywriting and translating speeches delivered by senior officials and managers at Emirates ID and MOI;
* Translating ALL materials related to job description within Emirates ID.
* Translating and proofreading legal contracts and agreements;
* Translating and proofreading Articles of Association and Memorandum of Association;

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***May 2005to March 2007***

**Senior Translator, Localizer and Copywriter, LinguistHouse Translation & Linguistic Services, Abu Dhabi, UAE)**

**Responsibilities:**

* Translating various documents and presentations from English to Arabic and vice versa·
* Translation of patent, legal, technical, medical, commercial, scientific and literary works/ documents, as well as user manuals and documentation;

***2004-2005       Door of Hope International*                          Fort Worth, Texas**

**Responsibilities:**

* Translated into Arabic Tortured For His Faith by Harlan Popov

**Areas of Expertise**

***Law - Legal Documents, Agreements & Contracts - Patents, Trademarks & Intellectual Property - Insurance - Press Releases - Accountants - Accounting Annual Accounts & Reports - Advertising - Birth, Marriage and Divorce Certificates, Educational Certificates (Universities and Schools) - Commerce - Childcare - Computers & Information Technology - Banking - Computer Science - Biology - Cultural issues & studies - Business - Ecology & Environment - Computers - Film, Cinema, TV, Broadcasting - Food - Technology - Economics - Health and Safety – Automotives - Education - Housing - Electronics - Government - Health - Journalism - Sociology - Instruction Manuals - defense and military - Quality Control & Documentation - Software Strings - Technical Documentation - Human Resources - Water & Water Treatment - Statistics - Oil, Gas & Petrochemical - Medical & Scientific Equipment - nutrition and others.***