**Resume**

**Dr. SARA AMINI**

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Date of Birth: 16.10.1977

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 Web Page: <https://www.proz.com/translator/2491622>

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Summary of Qualification

Bachelor of Arts Degree: English Translation- 2002

 \* (17 years' experience translating of technical and specialized texts)

Bachelor of Science Degree: Computer Engineering- 2008

 \* (10 years' experience teaching computer)

Master of Arts Degree: English Language- 2016

PhD Degree: Translation Studies-2018

**Certificate of Attendance:**

1. Legal & Contract Issues for Translators (TIAT)
2. Proz. A window to the world of working as an international LSP- (TIAT)
3. Literary & Poetic Translation: A new horizon – (TIAT)
4. Translation of official documents, contracts & certificate (Proz)
5. International Training Certificate of Nobel- Germany
6. International Training Certificate of INT Unions- America
7. Certificate of Quality Assessors of Middle East (AKK)
8. Association of Quality development & Improvement of IRAN's Industries
9. Europe CIP Certificate of Professional Translation (TCKIT Germany Certificate)

**Skills of Translation Services:**

Translation, Editing/Proofreading, Software Localization, Subtitling, Transcription, Typography

**Book Translation:**

* Translating the book: ***Consumer Behavior*** Edited by Frank R. Kardes, Maria L. Cronley, Thomas W. Cline (in the field of Marketing Management)
* Translating the book*:* ***Great Minds in Management, the Process of Theory Development*** (I started its translation from June 2017 and I am completing it now).
* Translating the book***: Alice's Evidence, a New Look at Autism***. Edited by Robert B. Waltz (I started its translation from February 2017 and I am completing it now).

**Other Abilities:**

 Translating Arabic to Persian (Farsi), Graphic, Accounting, Architecting (intermediate)

Installing Windows and PC Programs- Installing of LAN network (Advanced)

Professional Experience

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| Name of Company | Job Title | Period of Working |
| High School of Refinery | English Teacher | 6 years |
| Institute of Abadan-Rayaneh | Computer Teacher | 6 years |
| Forcement Construction Company | Manager & Translator | 4 years |
| Public Library of Abadan | Manager& Translator | 10 years |
| **Arvand Translation Scholars Institute** | **Directing Manager & Translator** | **2016 up to now** |

* **I am the official member of (TIAT) - Tehran Interpreters and Translators Association (with Translating Code 1559) which it depends on the International Federation of Translators (FIT). Also, I have the activity permission from Arvand Free Zone Organization with Registration No.: 100 dated on 12.02.2016**