Lina Mohamed Shehata

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A highly talented Translator with excellent experience in translating documents and other materials from English into Arabic and vice versa; deep track record of reading materials and rewriting them in either English or Arabic, following established rules pertaining to factors such as word meanings, sentence structure, grammar, punctuation, and mechanics; well recognized specialist in print media documentation both in Arabic and English.

**Key Skills**

1. Strong technical, analytical and communication skills
2. Highly creative, resourceful and extremely organized
3. Open-minded and flexible personality with good leadership and problem-solving skills
4. Comfortable in a fast paced, performance oriented environment
5. A confident persuasive team player with an ability to communicate effectively
6. Excellent experience in Western/Middle-Eastern media

**Career**

2007 – Present

**Language Specialist OSN, Dubai**

1. Providing full yet concise Arabic and English synopses for OSN and third party channels
2. Responsible for technical translation into Arabic from English for Set Top Box
3. Quality assurance of subtitles created by external parties for linguistic and timecode validity
4. Subtitling production shows into Arabic and/or English when required
5. Translation of monthly TV guide: special features, star interviews and movie summaries
6. Translation of website content: fashion quizzes, competitions, highlights and synopses
7. Handling a variety of translation tasks including; marketing brochures, and promotional leaflets

2006-2007

**Customer Service Advisor (Inbound/ Outbound) OSN, Cairo**

1. Answering and assisting all the existing customers’ calls in shift basis, 24hrs, targeting MENA
2. Processing technical troubleshooting procedures
3. Engaging in customer retention program in an effort to manage churn
4. Dealing with customer billing queries and issues pegged to their account
5. Damage control: shutdown in the servers, delay in the transmission of programs, signal delay.

2005-2006

**Telesales Executive Raya Contact Centre, Cairo**

Pitching banking products and follow-up with customers

2004-2006

**Quality Assurance Executive Ameco-Tech Corporation, Cairo**

Main responsibility is monitoring all inbound and outbound calls and creating daily reports that should be sent at the end of the day to the main office in USA.

**Freelance**

2015-Present

Translator and content writer

1. Creating social media content and translating it into Arabic for **Al Rawabi**
2. Translating Volume I of **Dubai Holding** Book “**Dubai Urban History**’ into Arabic
3. Helping in translating “**The Economy**” Book.
4. Translating technical, financial, lifestyle, fashion and beauty articles or interviews for clients like **STME**, **SAGE**, and **NUXE**…etc.
5. Content translation for websites like **SAUCE**, **OUNASS**..Etc.
6. Translating motors and marine articles, as well as travel press releases for **Mille** Magazine.

2015-2016

**Subtitle Executive and Translator Masreya Media, Cairo**

1. Provide high quality of subtitling with time-coding for high profile broadcast and corporate clients into Arabic and/or English and that includes movies, series, documentaries, corporate programmes and advertising.
2. Editing, proofreading and running final checks on files to be sent to clients
3. Provide feedback to translators and subtitlers to ensure they maintain their standards
4. Assess quality and style of translation on an ongoing basis to make sure the files are in compliance with client-specific requirements.

2010-2011

**Technical and content freelance Translator Crayons Communications Agency, Dubai**

1. Responsible for the Arabic side of Fashionation.me website
2. Translating all English blogs into Arabic as well as fashion articles, press releases, company policies and all technical terms related to the website.
3. Translating all product descriptions on the website as well as face book quizzes and all Arabic Template emails sent to customers.

**Education**

American University of Sharjah, Sharjah, UAE
**2018**- Master of Arts in English/Arabic/English Translation and Interpreting (MATI)

New Horizons Computer Learning Centers, Dubai

**2007** - Certificate of Completion of Adobe Photoshop CS2

American University in Cairo, School of Continuing Education, Cairo, Egypt

**2006** - Arabic and Translation Studies Division, Diploma of Groundwork Written Translations

Ain-Shams University, Cairo, Egypt

**2005** - Licentiate Degree of Arts English Literature Department

Abdu-El Aziz AL-Saud High School, Cairo, Egypt

**2001** - High School Certificate

**Other Courses**

1. Poliscript Subtitling System (Screen Systems)
2. Media Asset Management System - BroadCast Master (Imagine Communication)
3. IBS Billing and Financial Transactions Software
4. Electronic Programming Guide Content Management System BOB

**Languages**

English, Arabic and basic knowledge in French