**Shymaa Mahmoud Salamah**

● Address: Cairo, Egypt ● Tel: 01147241846 ● E-mail: shymaa.salamah@yahoo.com

**Objective**

To obtain a responsible and challenging post that would enhance my existing skill set, plus offering me the right opportunity to gain further skills, widen my knowledge and experiences, and develop my creation capabilities ; while allowing me to add a tangible value to my employers business.

**Education**

 **Bachelor's degree in Translation**, Faculty of Languages and Translation, Al-Azhar University

 **•** Grade: Good

  **•** Accumulated Grade: Good

 **certificates:**

 • Foundation Certificate in Written Translation from the American University in Cairo (AUC)

 • Egyptian Arbitration law in light of the International Laws at the AUC from Arab European Center

 for Arbitration.

 • Career Certificate at legal Translation At AUC.

 **Workshops:**

 **•** English Translation as a Profession from Arability Knowledge Services.

 **Experience:**

 **•** Worked as a Customer Service Agent at Etisal International (Mobily Account)

 **•** Worked as a translator at Life translation Company

 **•** Work as a Freelance Translator

 **Skills**

 **Technical Skills:**

  **•** Organize projects to be translated

 **•** Use many translation tools like Trados 2007, Trados 2009, Trados 2011, Wordfast offline and online, Workspace, SDLX and Translation Management.

 **Computer Skills:**

 **•** Basics at Hardware and Software

  **•** International Computer Driving License

 **•** Advanced Search on the Internet

 **•** Very Good Knowledge of Microsoft Office, Excel, Access and PowerPoint

 **Language Skills:**

  **• Arabic:** Mother tongue

  **• English:** Fluent in writing, speaking and reading

 **Interests**

 **• Reading** different styles of translations and English & Arabic Novels

 **Personal Data**

 Date of birth: 11th June, 1987

 Nationality: Egyptian

 **References Furnished Upon Request**