

MAHA A. TAKLA
AMM Arabic Translation & Interpretation Services Inc.
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Educational Background

- 1983 - **B.A. (English Literature & Translation)** Ain Shams University, Faculty of Languages (Al-Alsun), English Department, Cairo, Egypt.
- 1984 - **Post-graduate studies** in English Literature, Ain Shams University, Faculty of Languages (Al-Alsun), English Department, Cairo, Egypt.
- 1998 - Completed studies towards the **Bachelor of Social Work (except for the Practicum)**, York University, Toronto, Canada.
- 1990 - **Law Clerk Certification Course**, Institute of Law Clerks of Ontario, Canada

Memberships and Accreditations:

- **Certified Translator**, Association of Translators and Interpreters of Ontario (ATIO) 1991 (Arabic-English and English-Arabic)
- Accredited Court Interpreter (MAG Ontario).
- **Director of Foreign Language Translators**, ATIO Board of Directors for the years (2003-2008) and (2015-2016).

Translation Tools: TRADOS, SDL

Translation and Interpretation Experience:

June 1983 to Present: Translated all types of texts for businesses, government, health care, and individuals. Transcription of tapes and translation of same into English for court proceedings and other use. Typesetting for any size project. Website translation and software localization is a specialized area where AMM has been a pioneer.

AMM office processes hundreds of documents every month from Arabic into English for clients. The documents range from legal contracts, educational credential documents, refugee cases, power of attorney, court documents and various other types of documents. Maha Takla of AMM is ATIO certified and her translation is recognized by all licensing and professional bodies in Canada.

Highlights of Major Projects Translated:

Urban Planning:

Mid 2012- beginning of 2014 This is a major undertaking of translation of 42 Urban Planning Studies for two major cities in a Middle East country. The project totaled **1.8 million** words that were delivered translated and proofread within 1.5 years. The translation was from English to Arabic. In addition, the project involved over 9000 pages of DTP.

Health/Medicine:

Translated hundreds of thousands of words for multiple clients in many medical fields: mental health disorders, HIV Aids, H1N1, Reproductive Health for women, COVID-19, video subtitling for multiple health care instructions.

Global Manuals:

- Livestock Emergency Guidelines and Standards (70,000 words from English into Arabic)
- Livestock Emergency Training course (TOT) (100,000 words from English into Arabic)
- European Commission: DG ECHO Humanitarian Agencies Templates and Tools to use in the humanitarian field 2008-2009 (117,000 Words)
- United Nation various projects (UNOPS GEO YB 2004, MEA website 2006 and UNOPS GEO Yearbook 2006).
- European Commission: ECHO Security Report 2005 (120,000 Words)
- The Canada Industry Guide for Investment in Canada (English to Arabic 40,000 words)
- Manuals for the use of humanitarian workers in the field of AIDS, STD's, etc. (120,000 words)

Automotive/Technical/Engineering:

- Various jobs for the oil industry to different clients working in Libya, Saudi Arabia and Iraq **(35,000 from English into Arabic and Arabic into English)**
- Automotive repair manuals for school buses (long and small) **(240,000 words)**
- Most of the work for a Canadian aircraft manufacturer (brochures, presentations on PowerPoint, articles from different Arabic newspapers, Manuals, etc. from English to Arabic and from Arabic to English)
- Localization of an interactive CD for a major auto manufacturer to teach their dealers the basics of auto mechanics with voice-over **(24,000 words from English to Arabic)**
- A proposal for a major US company. The translation was very technical in nature and related to computers and networking. (16,000 words English to Arabic)
- Contract for the supply of Conveyor belts in an Airport in the Middle East by a Canadian Company. (Arabic to English)

Computer/IT

- **Mid 2010- beginning of 2015** Localization of a telecommunication software (500,000+ words from English into Arabic) I also coordinated for the client translation into Dari for the same project.
- Software, hardware, peripherals, help files, specifications, manual and other document localization, telecommunications, digital communications, optical fiber communication,

encryption systems, telecommunication equipment, semiconductors, LSI, mobile technology, supercomputers, printers (HP and Keyocera), network devices, displays, scanners, fax machines, phones, mobile phones, digital cameras, digital storage devices, ISO etc.

Social:

- Ontario Guide for New Comers (English to Arabic)
- BC Guide for New Comers (English to Arabic)
- PEI Guide for New Comers (English to Arabic)
- Website for Shelternet "women shelters" (English to Arabic)
- Translation of the "New Comer's Guide to Secondary Schools in Ontario" (from English into Arabic 30,000 words) published online.
- Numerous translation jobs for the Ministry of Social Services regarding Child Care, Women Rights, Welfare, etc. (English to Arabic)
- Introduction to Family Law Directory. (English to Arabic)
- Information Brochure for a Transit Commission (English to Arabic)

Political:

- Translated many books written by the Forum of Federations in Ottawa related to Federalism in Canada and other countries (200,000 words) (English to Arabic)

Educational:

- Parents' Guide to secondary and elementary Schools in Ontario developed by "settlement.org"
- Various website for Language schools in Canada (English to Arabic)
- Project Management Certification Guide (90,000 words)
- Children Educational books (100,000 words)
- Parents' Manual for the new testing/assessment for students in grades three and six in Ontario, as well as the Individual Assessment Report issued every year for parents (English to Arabic)
- The Bank Act and Corporation Act of an Arab Country (32,000 words) for the Department of Secretary of State of Canada. (Arabic to English).

Legal/contracts

- Contracts for a Public Accountant firm in the US (150,000 words from Arabic to English)
- Various proposals for the largest law firm in Canada for drafting telecommunication legislation from English into Arabic as well as the actual legislation drafted after winning the bid (150,000+ words) legislation is currently published online.
- Legal contracts (Arabic to English)
- Variety of tenders and legal contracts (Arabic to English and English to Arabic)

Miscellaneous:

- Thousands of legal documents and certificates for individuals relating to education, marriage, birth, death, litigation, etc. (Arabic to English)
- Audio tape script for the Ministry of Industry, Trade and Technology on "How to Start a Small Business in Ontario". (English to Arabic)
- Various press releases (English to Arabic)