

## **Mohamed Shauki Salama's CV**

### **Personal Data**

Name Mohamed Shauki Salama  
Date of Birth 31-10-1961  
Marital Status Single  
Nationality Egyptian  
Education Licentiate, Simultaneous interpretation, English, University of Al-Azhar, Cairo, Egypt.  
Graduation Year 1984



### **Contact Information**

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### **Past Experience**

2019 – Date  
Job Title: Executive Managing Editor  
Job Description & Responsibilities  
Create and discuss ideas to produce creative content (i.e. editorials, features and articles). Coordinate with foreign as well as local news desks to create the best content suitable for the newspaper. Copyedit the material as required to produce a high quality final product. Allocate manpower required for the different tasks. Assign missions to each team. Supervise all departments, journalists and technicians. Follow up progress of each mission. Solve problems. Evaluate performance. Design and supervise contingency plans.

2014 - 2019  
Job Title: Managing Editor  
Newspaper: The Egyptian Mail (The weekly issue of the Egyptian Gazette).  
Job Description & Responsibilities  
Create and discuss ideas to produce creative content (i.e. editorials, features and articles). Coordinate with foreign as well as local news desks to create the best news content suitable for a weekly newspaper. Copyedit the material as required for a high quality final product.

12/97 to 2014  
Company: GEA (Gustav Epple Arabia)  
Job Title: Technical Translator  
Job Description & Responsibilities:  
Handling all translation assignments from Arabic into English and vice versa including contracts, tendering documents, material

- and project specifications, bills of quantities and financial statements.
- 02/94 to 09/97  
 Main Clients: Ministry of the Interior, Ministry of Finance & General Presidency of Youth Welfare.  
 Company: SAILS (Saudi Integrated Logistics Systems Ltd.)  
 Job Title: Editor  
 Job Description & responsibilities:  
 Heading a team of five translators, editing translated books to get them ready for quality control process.  
 Main Clients: TRW, FMC, McDonnell Douglas (All are arms manufacturers).
- 11/93 to 01/94  
 Company: SAILS (Saudi Integrated Logistics Systems Ltd.)  
 Job Title: Translator  
 Job Description & responsibilities:  
 Translating technical manuals, training courses, lesson plans, newsletters, etc. and getting them ready for editing process.  
 Main Clients: TRW, FMC, McDonnell Douglas (All are arms manufacturers).
- 12/88 to 08/93  
 Company: GEA (Gustav Epple Arabia Ltd.)  
 Job Title: Technical Translator  
 Job Description & Responsibilities:  
 Handling all translation assignments from Arabic into English and vice versa (e.g. contracts, specifications & statements.)  
 Main Clients: Ministry of the Interior, Ministry of Finance & General Presidency of Youth Welfare.
- 03/87 to 12/88  
 Newspaper: The Egyptian Gazette  
 Job Title: Sub-editor Translator  
 Job Description & Responsibilities:  
 Handling all assigned translation and editing jobs at the Local News Desk, and handling the relating technical processes.
- 11/84 to 02/87  
 Newspaper: The Egyptian Gazette  
 Job Title: Sports Editor  
 Job Description & Responsibilities:  
 Preparing the sports full page including translation, sub-editing and following up with the other sections to get a camera-ready page.

### **Skills**

Computer literate, having the ability to work on both MAC & IBM systems and networks. Able to work without supervision, in a team work environment. Familiar with almost all relating software (graphics, desktop publishing, word processing, spreadsheets and databases). Having a considerably wide experience in problem solving and troubleshooting system and software errors.

Software: MS Office, Adobe InDesign and QuarkXpress.

CAT tools: wordfast