

ERIC CHRISTENSEN

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ARABIC TRANSLATION & PROOFREADING RATES

- Arabic-English / English-Arabic Translation: US \$ 0.08/word (source) – 500 word min.
- Proofreading/Copyediting: US \$ 25/hour - 2 hour min.

EXPERIENCE

Freelance Translator & Editor, Various Authors and Agencies, 6/2004 – current

- Provide accurate and timely Arabic-English translation, proofreading and editing services to various clients, including private companies, nonprofit organizations, and others
- Translate selections of modern Arabic literature under apprenticeship with Dr. Farouk A. W. Mustafa, University of Chicago; proofread, edit, and type manuscripts for publication
- Acknowledged in print for contributions in translating and editing *Birds of Amber* by Ibrahim Abdel Meguid (American University in Cairo Press, April 2005) and *The Lodging House* by Khairi Shalabi (American University in Cairo Press, January 2007)
- Edited English-language short story collection by Chicago author Dina Rabadi
- Associate Member, American Translator's Association (ATA) since 2005

Proofreader/Editor, Rust Consulting, Inc., Minneapolis, MN, 9/2007-current

- Proofread and edit class action settlement notices for publication and distribution to potential class members; ensure accuracy, clarity, and compliance with Court requirements
- Assist project managers with a diverse range of writing projects, including telephone scripts for Customer Service Representatives and Interactive Voice Response systems, informational website text, cure and denial letters, and affidavits
- Communicate with project managers, layout and design staff, and attorneys to ensure notification materials meet stringent requirements within firm deadlines; manage multiple projects simultaneously
- Trainings on plain language in legal writing and AP style

International Programs Administrator, Heartland Alliance, Chicago, IL, 9/2004 – 3/2007

- Researched and wrote grant proposals for health care and human rights programs based overseas
- Managed relationships with individual and institutional donors, consultants, and vendors
- Supported personnel traveling internationally by arranging health care and emergency evacuation coverage, transportation and accommodation, and processing travel advances
- Translated, interpreted, and managed cases of Arabic-speaking clients at Chicago-based immigrant legal service program, the National Immigrant Justice Center
- Trainings included “ABC’s of Grant Writing” workshop at Donor’s Forum of Chicago, “Working With Clients With Mental Illness” training at Heartland Training Center for Human Service Excellence

Peace Corps Volunteer, U. S. Peace Corps/Jordan, 7/1998 – 10/2000

- Lived in Bedouin village and taught English, grades four through eight, at local public school
- Planned, developed, and implemented communicative team-teaching approach with Jordanian counterpart teacher and adapted government English curriculum accordingly
- Participated in training seminar for Jordanian teachers
- Conducted English classes for laborers at archaeological dig site during summer breaks
- Intensive homestay-based training program included 235 hours colloquial Jordanian Arabic, 86 hours cross-cultural training, 135 hours technical training, and 27 hours medical training

Financial Technician, U. S. Department of Agriculture, Minneapolis, MN, 12/2000 – 9/2002

- Processed reimbursable overtime documents, researched and resolved contested bills in cooperation with Accounts Payable team, and prepared monthly status of funds spreadsheets
- Wrote comprehensive manual for new data entry software
- Awarded Certificate of Appreciation for Outstanding Customer Service, August 2001
- Training included Administrative Payments Systems Orientation at National Finance Center

Writing Tutor, St. John's University Writing Center, Collegeville, MN, 9/1997 – 6/1998

- Helped students with writing projects by assisting in creative process, organization and structure of papers, editing, and advising on grammar and style
- Worked regularly with ESL students

EDUCATION

University of Chicago, Chicago, IL

- M.A. in Middle Eastern Studies, June 2004
- Middle Eastern Studies Students' Association (MESSA) Steering Committee, 2003 – 2004
- Awarded Foreign Language and Area Studies grant for intensive summer Arabic study

Saint John's University, Collegeville, MN

- B.A. in English, May 1998
- Dean's scholarship recipient for four years
- Regular contributor to campus newspaper and literary magazines

SKILLS/OTHER

- **Computer:** Microsoft Office Suite (including Word and Excel), Internet
- **Language:** Modern Standard and colloquial Jordanian Arabic