

## **HAMDI MAHMOUD ABDEL-GAWWAD**

### **Objective:-**

*Seeking challenge Translation Jobs posted by Progressive Organizations, where I can make use of my technical, innovative and personal skills, my academic qualifications and my experience, and to develop new skills and gain more experience in the field of translation and localization.*

### **Education:-**

(1990) BA degree in English<>Arabic Translation, Faculty of Arts, English Department, Cairo University, Cairo, Egypt.

### **Languages:-**

	<u>Spoken</u>	<u>Read</u>	<u>Written</u>
<b>ARABIC</b>	Mother Tongue	Mother Tongue	Mother Tongue
<b>ENGLISH</b>	Excellent	Excellent	Excellent

### **Experience:-**

1990 - 1991:

#### **Egyptian Military Service**

##### Job Title:

Private Translator (Arabic<>Eng.)

##### Responsibilities:

- ❖ Translating military, medical, political and legal Reports.

1992 - 1993:

#### **Ummah Press Service (UPS)**

##### Job Title:

Translator (Arabic<>Eng.)

##### Responsibilities:

- ❖ Translating medical, economic, political, legal, commercial, military and artistic news.

1993 - 1997:

#### **Ummah Press Service (UPS)**

##### Job Title:

Senior Translator & Group manager (Arabic<>Eng.)

##### Responsibilities:

- ❖ Translating medical, economic, political, legal, commercial, military and artistic news.
- ❖ Reviewing medical, economic, political, legal, commercial, military and artistic news translations quoted from Egyptian & Arab Newspapers and Magazines.
- ❖ Managing and supervising a group of translators and reviewers.

1998 - 2002:

#### **British Translation Center (BTC) & British Translation House (BTH)**

##### Job Title:

Senior Translator/ Revisor (Eng./Fr.> Arabic)

##### Responsibilities:

- ❖ Translating legal, commercial, medical, technical, scientific, literary works.
- ❖ Conducting revisions on and checking translation jobs.
- ❖ Translating and editing user manuals and documentation.

2002 - 2004:

**Heliopolis Business Center (HBC)**

**Job Title:**

Translator (Eng. <> Arabic).

**Responsibilities:**

- ❖ Translating medical, legal, commercial, technical, scientific, literary works.
- ❖ Translating and editing user manuals and documentation.

**NB.** Throughout my work period, as a *Full-time Translator*, I contributed to accomplishing various translation jobs with many other Translation offices and companies. Now I work as an outsourcer for some translation-based companies in Egypt and Middle-East. I can also provide you with many work samples of mine as required.

**Expertise Domains:-**

Accounting, Agriculture, Architecture, Automotives (cars & trucks), Banking, Business & Commerce, Computers (general, hardware & software), Engineering (general, electrical & technical), Electronics, Finance, Government & Politics, Human Resources, Human Studies, Internet & Data Processing, IT-based documentation, Journalism, Law, Machinery, Marketing/Promotion, Medicine (general, instrumental, diseases, Pharmaceutical & health care), Oil & Gas, Telecommunication, Tourism & Travel, and Utilities.

***In the following pages, there is my detailed Freelance History. Have a look at these pages, and you will find it worth cooperating with me***

## Freelance History

Company/D omain	Project(s)/Job(s)
<b>ISUZU MOTORS LIMITED, Inc</b>	- ISUZU MOTORS LIMITED, TF-IA-541, SERVICE AND MAINTENANCE MANUAL for: <ul style="list-style-type: none"> <li>• Car model with a Benzene-operated Engine</li> <li>• Car model with a Diesel-operated Engine</li> <li>• Model C24SE Engine</li> <li>• Model 6VE1 Engine</li> <li>• Model 4JA1-TC Engine with Turbocharger</li> <li>• Model 4JA1-TC Engine with Turbocharger &amp; Turbocooler</li> <li>• Model 4JH1-TC Engine with Turbocharger</li> <li>• Model 4JH1-TC Engine with Turbocharger &amp; Turbocooler</li> </ul>
<b>Kodak, Inc</b>	<ul style="list-style-type: none"> <li>• User Release Notes, KODAK CARESTREAM PACS - CD Direct Suite, Version 10.0</li> <li>• User Release Notes, KODAK CARESTREAM PACS - Email Suite, Version 10.0</li> <li>• User Release Notes, Info Router for the KODAK CARESTREAM PACS, Version 10.0</li> <li>• User Release Notes, KODAK CARESTREAM PACS - IS Link Software, Version 10.0</li> <li>• User Release Notes, KODAK CARESTREAM PACS - Stand-alone Workstation, Version 10.0</li> <li>• User Release Notes, System Configuration for the KODAK CARESTREAM PACS, Version 10.0</li> <li>• Health Imaging Documentation Localization Kits</li> </ul>
<b>DELL, Inc</b>	User Guides and Specification Manuals for the following Products: <ul style="list-style-type: none"> <li>- Dell Precision M20 (PC)</li> <li>- Dell Precision M65 (PC)</li> <li>- Dell Precision M70 (PC)</li> <li>- Dell Precision M90 (PC)</li> <li>- Dell Precision 380 (PC)</li> <li>- Dell Precision 390 (PC)</li> <li>- Dell PowerEdge PE1855 Rack Server</li> <li>- Dell PowerEdge PE2850 Rack Server</li> <li>- Dell PowerEdge PE1800 Tower Server</li> <li>- Dell PowerEdge 1800 Server</li> <li>- Dell PowerEdge 2800 Server (PC)</li> <li>- Dell PowerEdge 2850 Server (PC)</li> <li>- Dell PowerEdge 2900 Server (PC)</li> <li>- Dell PowerEdge 2950 Server (PC)</li> <li>- Dell PowerEdge 830 Rack Server</li> <li>- Dell PowerEdge 840 Tower Server</li> <li>- Dell Inspiron 1300 Notebook</li> <li>- Dell Inspiron 6000 Notebook</li> <li>- Dell Inspiron 6400 Notebook</li> <li>- Dell Dimension E520 PC with Intel® &amp; AMD™ processor</li> <li>- Dell Dimension, E521 PC with Intel® &amp; AMD™ processor</li> <li>- Dell Dimension, C521 PC with Intel® &amp; AMD™ processor</li> <li>- Dell 1200MP Projector</li> <li>- Dell 2200MP Projector</li> <li>- Dell 2300MP Projector</li> <li>- Dell 3200MP Projector</li> <li>- Dell 3300MP Projector</li> <li>- Dell Colour Laser Printer 3010cn</li> <li>- Dell Colour Laser Printer 3110cn</li> <li>- Dell M2500n Printer</li> <li>- Dell M5200 Printer</li> <li>- Dell W5300n Printer</li> <li>- Dell Networked Colour Laser Printer 5110cn</li> <li>- Dell Monochrome Laser Printer 5310n</li> <li>- Dell   EMC Fibre Channel CX3-40</li> <li>- Dell   EMC Fibre Channel CX3-20</li> <li>- Dell LP982 HOST BUS ADAPTER</li> <li>- Dell LPe-1150-E HOST BUS ADAPTER</li> <li>- Dell QLA2340 HOST BUS ADAPTER</li> <li>- Dell QLA2342 HOST BUS ADAPTER</li> </ul>
<b>Mobile Keyboards</b>	<ul style="list-style-type: none"> <li>- User Manual for BlackBerry Bluetooth Mobile Keyboard</li> <li>- User Manual for Nokia 9500 Bluetooth Mobile Keyboard</li> <li>- User Manual for Palm OS Bluetooth Mobile Keyboard</li> <li>- User Manual for Microsoft Pocket PC 2003 Windows Mobile 5.0 Phone Edition</li> <li>- User Manual for Windows Mobile 2003 Windows Mobile 5.0 based Smartphones</li> <li>- User Manual for Symbian Series 60 Bluetooth Mobile Devices</li> <li>- User Manual for Symbian UIQ Mobile Devices</li> </ul>

<b>Legal</b>	<ul style="list-style-type: none"> <li>MEMORANDUM OF ASSOCIATION OF JAIPRAKASH ASSOCIATES LIMITED (80000 words)</li> <li>International Forensic Centre of Excellence for the Investigation of Genocide (Various documents, reports &amp; records)</li> <li>OSMEL Memorandum &amp; Article of Association Of OIL SEARCH (LIBYA) LIMITED (8400 words)</li> </ul>
<b>Medical</b>	<ul style="list-style-type: none"> <li>- Steri-Dent: <ul style="list-style-type: none"> <li>Operating Instructions for Steri-Dent Dry Heat Sterilizers Models 200 and Model 300</li> </ul> </li> <li>- PRO-LINE International: <ul style="list-style-type: none"> <li>2006 catalog of Hair &amp; skin products (contains: Motions® CLASSIC, Motions® CRP®, MOTIONS FOR KIDS, Motions® Oil Moisturizer, Motions Salon Herbals™, Motions® At Home Salon Care, ... etc.</li> </ul> </li> <li>- Unomedical, Mexico <ul style="list-style-type: none"> <li>thalaset™ infusion set</li> </ul> </li> <li>- Sauflon, Inc: <ul style="list-style-type: none"> <li>Sauflon UV55 (Contact Lenses)</li> <li>Sauflon Clear Comfort Aspheric (Contact Lenses)</li> <li>Sauflon NewDay™ (Contact Lenses)</li> </ul> </li> </ul>
<b>UN</b>	<ul style="list-style-type: none"> <li>CONVENTION ON BIOLOGICAL DIVERSITY, CONFERENCE OF THE PARTIES TO THE CONVENTION ON BIOLOGICAL DIVERSITY, Eighth meeting, Curitiba, Brazil, 20-31 March 2006 Item 27.2 of the provisional agenda</li> </ul>
<b>NATO</b>	<ul style="list-style-type: none"> <li>NATO/PfP UNCLASSIFIED RELEASABLE TO EU ALLIED JOINT DOCTRINE AJP-01(C)</li> </ul>
<b>Politics</b>	<ul style="list-style-type: none"> <li>Syrian Open-Door Policy Party, Foundation Memorandum</li> </ul>
<b>Economy</b>	<ul style="list-style-type: none"> <li>Mandatory Statement, Applicable to an Offer or Sale of Units of a Foreign Fund in or from the Dubai International Financial Centre</li> </ul>
<b>Certification</b>	<ul style="list-style-type: none"> <li>Research Institute of the McGill University Health Centre, Certificates of Translation Validation for Written Informed Consent to Research</li> </ul>
<b>ACER</b>	<ul style="list-style-type: none"> <li>- User Guides and Specification Manuals for the following PCs/Monitors: <ul style="list-style-type: none"> <li>AcerView 55</li> <li>Aspire 77s</li> <li>AcerView 11D</li> <li>AcerView 33D</li> <li>AcerView 7134e</li> <li>AcerView 7154e</li> <li>AcerView 7156e</li> <li>AcerView 7176ie</li> <li>AcerView 7178ie</li> <li>AcerView 7156i</li> <li>AcerView 76i</li> <li>AcerView 78i</li> <li>AcerView 98i</li> </ul> </li> </ul>
<b>COMPAQ</b>	<ul style="list-style-type: none"> <li>- User Guides and Specification Manuals for the following Monitors: <ul style="list-style-type: none"> <li>COMPAQ P70 Color Monitor</li> <li>COMPAQ P110 Color Monitor</li> <li>COMPAQ V50 Color Monitor</li> <li>COMPAQ P50 Color Monitor</li> <li>COMPAQ TFT500 Flat Panel Monitor</li> <li>COMPAQ V900 Color Monitor</li> <li>COMPAQ P1610 Color Monitor</li> <li>COMPAQ TFT8000 Flat Panel Monitor</li> <li>COMPAQ V40 Color Monitor</li> <li>COMPAQ V45 Color Monitor</li> <li>COMPAQ S700 Color Monitor</li> <li>COMPAQ S900 Color Monitor</li> <li>COMPAQ V70 Color Monitor</li> <li>COMPAQ Presario MV500 Color Monitor</li> <li>COMPAQ Presario MV700 Color Monitor</li> <li>COMPAQ Presario MV400 Color Monitor</li> <li>COMPAQ MV540 Color Monitor</li> <li>COMPAQ MV740 Color Monitor</li> <li>COMPAQ CV535 Color Monitor</li> <li>COMPAQ CV735 Color Monitor</li> </ul> </li> </ul>
<b>HP</b>	<ul style="list-style-type: none"> <li>- User Guides and Specification Manuals for the following products: <ul style="list-style-type: none"> <li>HP D2800A Ultra VGA 1600 21-inch Display</li> <li>HP D2806A Ergo Ultra VGA 15-inch Display</li> <li>HP D1815A 1024 Low Emissions 14-inch Display</li> <li>HP D2826 15-inch Display</li> <li>HP D2828 HP 52 15-inch Monitor</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• HP D8894 HP 55 15-inch Monitor</li> <li>• HP D8895 HP 55 15-inch Monitor</li> <li>• HP D8896 HP 55 15-inch Monitor</li> <li>• HP D8897 HP 55 15-inch Monitor</li> <li>• HP D8898 HP 55 TCO95 15-inch Monitor</li> <li>• HP D8900 HP 75 17-inch Monitor</li> <li>• HP D8901 HP 71 17-inch Monitor</li> <li>• HP D8910 HP P910 19-inch Monitor</li> <li>• HP D8911 HP 91 19-inch Monitor</li> <li>• HP D8915 HP P1120 21-inch Monitor</li> <li>• HP D2845 Ergo 1600 21-inch Display</li> <li>• HP D2847 P1110 21-inch Monitor</li> <li>• HP D3857A Multi Media 15-inch Display</li> <li>• HP D3858A Multi Media 14-inch Display</li> </ul>
<b>NEC</b>	<ul style="list-style-type: none"> <li>- User Guides and Specification Manuals for the following TV Sets: <ul style="list-style-type: none"> <li>• NEC MultiSync 15TV (PC-TM151)</li> <li>• NEC MultiSync 15II (PC-KM153R2)</li> <li>• NEC MultiSync 15Pro (PC-KM154)</li> <li>• NEC MultiSync 15AV (PC-KM155)</li> <li>• NEC MultiSync 17TV (PC-TM171)</li> <li>• NEC MultiSync 17II (PC-KM173R)</li> <li>• NEC MultiSync 17VL (PC-KM173R2)</li> <li>• NEC MultiSync 17Pro (PC-KM174)</li> <li>• NEC MultiSync 17ProII (PC-KM174R)</li> <li>• NEC MultiSync 17AV (PC-KM175)</li> </ul> </li> </ul>
<b>CATERPILLAR</b>	<ul style="list-style-type: none"> <li>- CAT Operation and Maintenance Manuals for the following: <ul style="list-style-type: none"> <li>• RENR2415-01-01, Operation and Maintenance Manual, 3054C Engine for Caterpillar Built Machines, RS1- Up (32,000 words)</li> <li>• SEBU7883-01_manual (14X Motor Grader) B9J1-Up (Machine) (Operation and Maintenance Manual, 49,500 words)</li> <li>• Cat Magazine Feb-2005, Caterpillar Magazine, (7,000 words)</li> <li>• Cat 3126B (Pipe layer), Operation and Maintenance Manual (11,000 words)</li> <li>• Cat 3126B ATAAC (Engine), Operation and Maintenance Manual (8,100 words)</li> <li>• SEBU7772-01 - C9 Industrial Engine, JSC1-Up, MBD1-Up, JLW1-Up - Operation and Maintenance Manual (41,000 words)</li> <li>• SEBU6250-12, Caterpillar Machine Fluids Recommendations (33,000 words)</li> <li>• SEBU6250-13, Caterpillar Machine Fluids Recommendations (32,000 words)</li> <li>• SEBU6250-14, Caterpillar Machine Fluids Recommendations (7,350 words)</li> <li>• CATERPILLAR Website, (4,900 words)</li> <li>• Caterpillar Magazine, Issue 1, 2006 (5,136 words)</li> </ul> </li> </ul>
<b>Nokia, Inc</b>	<ul style="list-style-type: none"> <li>- User Guides and Specification Manuals for the following Phone Sets: <ul style="list-style-type: none"> <li>• Nokia 7710 1012tl (Product Specifications)</li> <li>• ME_Nokia616CarKit external (Car Kit)</li> <li>• ME EXT Nokia 3230 (Product Presentation)</li> <li>• Nokia 9300 Introduction ver3 ME (Introduction)</li> <li>• NOKIA 449Xa</li> <li>• NOKIA 449XaPlus</li> <li>• NOKIA 449Xi</li> <li>• NOKIA 449XiPlus</li> <li>• NOKIA 449M</li> <li>• NOKIA 449X</li> <li>• NOKIA 447Xa</li> </ul> </li> </ul>
<b>GAI-Tronics Corporation</b>	<ul style="list-style-type: none"> <li>• User manual of the 495 Mine Dial/Page Phone Interface Cabinet, Publication 42004-198B</li> </ul>
<b>Varieties</b>	<ul style="list-style-type: none"> <li>• Many other medium &amp; small sized jobs in several domains.</li> </ul>

### Qualifications:-

- ❖ Ability to work under continuous work pressure;
- ❖ Excellent command of Translation Tools.
- ❖ Demonstrated ability to work independently and as a co-operative work team member;
- ❖ Strong research, investigation and analysis skills;
- ❖ Ability to deal with **ALL** levels and branches and fields of written translation;

## Skills:-

### Access to Computer

#### **Software:**

MS Office 97/2000/XP/2003, Internet Applications, Trados 5, Trados 5.5, Trados 6.0, Trados 6.5, Trados 7.0, IBM CAT Tools, MS Heluim, Déjà Vu X, Wordfast, Adobe Acrobat, Adobe Indesign, Adobe FrameMaker, QuarkExpress, Photoshop, Freehand, Illustrator, Coreldraw...etc.

#### **Operating Systems:**

Windows 98/NTME/2000/XP/XP sp3

## Capacity:-

Four thousand (4,000) words per day

## Rates:-

Available when required !

## Reference:-

Available when required !

## Work Samples:-

Available when required !

## Important Links:-

<http://www.proz.com/pro/95564>

[www.mats-arabic.com](http://www.mats-arabic.com)

## Personal Data:-

#### **Full Name:**

Hamdi Mahmoud Abdel-Gawwd

#### **DOB:**

October 29<sup>th</sup>, 1967

#### **Address:**

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#### **Marital St.:**

Married

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