

Mohamed Abdel-Moneim

Copywriter, Translator & Proofreader

Dubai, UAE

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Objective:

My objective is to achieve a high level in copywriting, translation and proofreading and obtain vast experiences in various fields, for the purpose of utilizing my academic knowledge and improving my professional career.

Education:

Faculty of Languages & Translation, Department of Simultaneous Interpretation (Arabic <> English)
(May 2003), Al-Azhar University, (Grade: VERY GOOD)

Work Experience:

Highlights of Key Experience

Copywriter/Translator/Proofreader

- ◆ Copywriting and translating marketing materials for several companies taking part in GITEX, including Samsung, Sony, HTC and CAT;
- ◆ Copywriting and translating marketing brochures and materials of HP;
- ◆ Copywriting and translating marketing brochures and materials of Hyundai Motors;
- ◆ Copywriting and translating marketing brochures of Vodafone;
- ◆ Copywriting and translating materials of leading medical institutes in USA;
- ◆ Copywriting and translating press releases for new High-End Jewelry and fragrance fairs held in Dubai;
- ◆ Copywriting and translating press releases, articles and events for The National Media Company in UAE;
- ◆ Copywriting and translating press releases and events for Formula 1 in Abu Dhabi;
- ◆ Copywriting and translating Shell Magazine, Middle East version;
- ◆ Copywriting and editing all materials of the Mecca Clock Tower (Saudi Arabia);
- ◆ Copywriting and translating several websites;
- ◆ Copywriting and translating history material for the British Library;
- ◆ Copywriting and translating advertisements for several brands around the world;
- ◆ Copywriting and translating the magazine of the Electronic Government Authority Magazine (EGA), Government of Ras Al Khaimah; and
- ◆ Copywriting several advertisements for Axiom Telecom, UAE.

October 2010 to date

Senior Copywriter/Translator/Interpreter

(UAE Ministry of Defense)

Key Responsibilities:

- ◆ Copywriting and translating articles and press releases for high ranking officers;
- ◆ Copywriting and translating reports submitted to the high-ranking officers which is published later in local news agencies and magazines;
- ◆ Interpretation;
- ◆ Copywriting and translating quarterly and annual reports; and
- ◆ Copywriting and translating user's manuals and related materials.

March 2010 to October 2010

Senior Copywriter/Translator

UAE Ministry of Interior - Emirates Identity Authority

Key Responsibilities:

- ◆ Copywriting, translating and editing articles and news published on the website of Emirates ID;
- ◆ Copywriting and translating speeches delivered by senior officials and directors at Emirates ID;
- ◆ Copywriting the entire materials concerning the events and conferences organized by Emirates ID, for example, ID World Abu Dhabi 2010;
- ◆ Copywriting ALL materials related to Emirates ID's participation in Sheikh Khalifa Government Excellence Program; and
- ◆ Translating and editing the contracts signed between Emirates ID and several companies.

July 2008 to March 2010

Freelance Copywriter/Translator

Alexandria, Egypt

Key Responsibilities:

- ◆ Copywriting and translating press releases and brochures for Abu Dhabi Urban Planning Council (UPC);
- ◆ Copywriting and translating reports and papers for the United Nations;
- ◆ Copywriting and translating all legal documents issued from the local/ international authorities and companies (including – but not limited to – agreements, contracts, articles of associations, memorandums of understanding, bylaws, power of attorneys, consultancy agreements, agency contracts, feasibility studies, certificates, diplomas...etc);
- ◆ Translation, copywriting, ghostwriting and editing of the press releases and periodicals for many big companies and brands in all fields inside and outside UAE;
- ◆ Translating and proofreading medical reports and health notes issued by local, regional or international authorities and hospitals;
- ◆ Patent translations; and
- ◆ Providing copywriting and editing services for marketing materials; conference invitations and advertisements, as and when required.

April 2004 to June 2008

Translator

International British Institute (Alexandria, Egypt)

- ◆ Translating and editing press releases and periodicals for brand names;
- ◆ Conducting revisions and checking on translation production;
- ◆ Translating patent, legal, technical, medical, commercial, scientific and literary works/ documents;
- ◆ Translating and editing user manuals and documentation; and
- ◆ Translating education certificates, birth certificates and similar civil documents.

July 2003 to April 2004

Translator

Arabic Integrated Services, Cairo, Egypt

- ◆ Translating brochures and materials for Nokia;
- ◆ Software localization;
- ◆ Website translation; and
- ◆ Translating general reports and papers.

Key Areas

1- Copywriting and Editing:

- ◆ Copywriting and editing marketing materials and brochures;
- ◆ Copywriting and editing press releases and articles; and
- ◆ Copywriting and editing advertisements and commercials.

2- Legal Translations:

- ◆ Articles of Association, Court verdicts and Orders, Memoranda of Understanding, Joint Venture Agreement, Distribution Agreements, Rent & Lease Contracts and Agency Agreements; and
- ◆ Building, construction and consultancy agreements and contracts.

3- Technical Translations:

- ◆ Translating manuals in different fields, i.e. automotive, hardware, software, home appliances, printers, etc.;
- ◆ Localizing Software products and Websites; and
- ◆ User manuals and documentation.

4- Banking & Finance:

- ◆ Annual reports;
- ◆ Corporate budgets;
- ◆ Feasibility Studies for several mega companies; and
- ◆ Financial Statements.

5- Oil & Gas Translations:

- ◆ Translating, editing and proofreading various materials for Shell Company, including:
 - Annual Sustainability Reports, Shell Company;
 - Technical Reports.

6- Medicine & Pharmaceutical Translations:

- ◆ Translating various projects for WHO (World Health Organization);
- ◆ Translating, editing and proofreading various materials for different hospitals and medicine and Pharmaceutical-specialized companies:
 - Al Noor Hospital;
 - AlphaPharm;
 - CPLI; and
 - Abu Dhabi Health Services Company (SEHA).

7- Website Localization:

- ◆ Localizing, editing and proofreading websites around the world, including
 - Emirates Identity Authority;
 - Abu Dhabi Urban Planning Council;
 - HP; and
 - Other websites.

8- History:

- ◆ British Library historical documents, especially for the Gulf region.

Software:

MS OFFICE 2013 (WORD, EXCEL, POWERPOINT ETC...)

SDL Trados Studio 2014, SDL MultiTerm 2014 Desktop, memoQ, Wordfast, Adobe Acrobat in addition to all basic software applications.

Operating Systems:

Windows 8.1

Personal Qualifications:

- ◆ Ability to develop, execute, coordinate, analyze and recognize problems;
- ◆ Excellent team player, self-motivated and proactive;
- ◆ Ability to work under work pressure with ease and efficiency;
- ◆ Good organizational skills;
- ◆ Enthusiastic and creative individual;
- ◆ Accurate, adaptable, broad-minded, creative, dependable, efficient, energetic, experienced, honest, keen for details, loyal, quick learner, and self-motivated;
- ◆ High presentation skills;
- ◆ Excellent computer and Internet skills; and
- ◆ Excellent interpersonal skills.

Professional Memberships and Accreditations:

- ◆ Master member and Moderator at TranslatorsCafe.com. Please click [here](#) to view my profile;
- ◆ Member at Proz.com. You can check my profile [here](#);
- ◆ Sworn and approved by Egyptian Translators Association (EGYTA). Please click [here](#) to view my profile; and
- ◆ Sworn and approved by the Arab Professional Translators Society (APTS). You can check my details [here](#).