



# Abdulsattar Mohammad Kordy

SENIOR TRANSLATOR & INTERPRETOR

(English-Arabic-English)

Phone: +2 01222512959

*Pursuing PhD Degree in Translation, offering **over 15 years'** experience in translation, **3 years'** experience in copywriting and simultaneous/consecutive interpreting in English and Arabic.*

## || Career Summary



- Excellent consecutive/simultaneous interpreting skills including official training courses and workshops, business meetings, court interpreting, police investigations and interrogations;
- Skilled in the translation of official documents of varied nature and complexity such as Legal Translations, Banking & Finance, Copywriting, Medical Translations, Oil & Gas Sector, Technical Translations, Psychology, Education and ICT
- Expertise in translating concepts into effective copy concepts or text in a persuasive attractive way
- Impressive success in providing oversight/quality control of all translated documents, with accurate attention to detail, spelling and grammar
- Successfully translated memorandums and articles of association of companies in GCC Countries and other different Arab Countries; court documents: statements of claim, statements of rejoinder, appeals submissions, defence memorandums and all documents prepared by law firms to be submitted to the court to be translated from English into Arabic and from Arabic into English; court judgements and orders to be translated from English into Arabic and from Arabic into English
- Incisive acumen in reading typescript (original copy) or proof of type set-up to detect and mark for correction of all grammatical, typographical, or compositional errors
- Possess superior written and verbal communication skills with an avid attention to detail and the capability to work under strict deadlines
- Creative thinker endowed with excellent analytical & communication skills with experience in meeting strict deadlines

## || Key Skills



~ Consecutive Interpreting	~ Simultaneous Interpreting
~ Legal Translation & Drafting	~ Copywriting
~ IT Translations	~ Technical Translations
~ Medical Translation & Drafting	~ Terminology Research
~ Financial Translations	~ Subtitling
~ Transcription	~ CAT Tools
~ Budgeting / Cost Optimization	~ Client Servicing
	~ Quality Control

## || Conferences & Trainings attended as an Interpreter



- EMEA Conference (IECnet Group), Sharm Al-Shaikh (April 2019).
- The International Conference on Knowledge Integration at Alexandria University in 2017
- The International Maritime Transport & Logistics Conference (Marlog 5) at Arab Academy for Science Technology & Maritime Transport in 2016
- Training Workshops on Team Building (2009) Destination Outdoors/Kuwait National Petroleum Company in 2009
- Provided consecutive interpretation for different clients in Egypt like business meetings and training sessions in different fields;
- Simultaneous and consecutive interpretation (Court interpreting, police investigations, training workshops and business meetings);
- Consecutive interpretation with the US Arifjan Camp in Kuwait (for different purposes including claims of workers ) and consecutive interpretation for training workshops in Kuwait (Destination Outdoors training workshops);
- Consecutive interpretation of with different businessmen coming to Egyptian official authorities and for business meetings.

## Work Experience



### Since January 2021: Full-Time Translator and Interpreter – All Locatrans

#### Duties and Responsibilities:

- Translating and reviewing of UN, and all types of legal and judicial documents;
- Copywriting and editing articles, news, press releases;
- Copywriting and editing tourist and marketing brochures
- Translating IT, technical, medical, commercial, scientific and documents;
- Simultaneous and consecutive interpretation (Court interpreting, police investigations, business meetings training workshops, conference interpreting);

### January 2012- December 2020: Full-Time Senior Translator at Contentech Co. (Member of Future Group Translation Company), Egypt

#### Duties and Responsibilities:

- Translated and reviewed all types of legal and judicial documents;
- Copywriting and editing articles, news, press releases;
- Copywriting and editing tourist and marketing brochures;
- Translated and revised different types of medical reports and documentation;
- Copywriting of health, tourism and marketing brochures and company profiles;
- Translated and localized different websites.

### June 2009 – Dec. 2011: Full-Time Senior Translator & Interpreter, Discovery Translation, Kuwait

#### Duties & Responsibilities:

- Translated and reviewed all types of legal, financial, economic, and general texts;
- Translated and edited press releases and news articles from Arabic into English and from English into Arabic;
- Translated and revised different types of medical reports and documentation;
- Translated and localized different websites.

### Dec'06 – Jun'09: Full-Time Translator and Interpreter, Fan Al-Ebdaa Translation Centre, State of Kuwait

#### Duties and Responsibilities:

- Translating legal, financial, medical, scientific, philosophic and educational materials;
- Consecutive interpretation for training workshops in Kuwait.

### Jul'03 – Dec'06: Freelance Translator and Interpreter, Alexandria, Egypt

#### Duties and Responsibilities:

- Translating general and educational materials (research studies in education and psychology);
- Consecutive interpretation of with different businessmen coming to Egyptian official authorities and for business meetings.

## Key Areas of Experience in Translation



Law - Legal Documents, Agreements & Contracts - Patents, Trademarks & Intellectual Property - Insurance - Press Releases - Accountants - Accounting Annual Accounts & Reports - Advertising - Birth, Marriage and Divorce Certificates, Educational Certificates (Universities and Schools) - Commerce - Childcare - Computers & Information Technology - Banking - Computer Science - Biology - Cultural issues & studies - Business - Ecology & Environment - Computers - Film, Cinema, TV, Broadcasting - Food - Technology - Economics - Health and Safety – Automotives - Education - Housing - Electronics - Government - Health - Journalism - Sociology - Instruction Manuals - defense and military - Quality Control & Documentation - Software Strings - Technical Documentation - Human Resources - Water & Water Treatment - Statistics - Oil, Gas & Petrochemical - Medical & Scientific Equipment - nutrition and others.

#### Key Result Areas

- Translating project related documents and communications from Arabic to English and English to Arabic
- Organizing material and editing copy according to set standards, that is, clarity, conciseness, style, and terminology; designing layout & structure of the document
- Reviewing published materials and recommending revision or changes in scope, format, content
- Conceptualizing, planning and designing the writing style; using appropriate headlines / captions and illustrations for enhancing presentability of the articles
- Taking adequate measures to ensure quality product is turned out within the turnaround time deadlines
- Checking facts and style consistency and undertaking significant rewriting (copy-editing), if necessary
- Working to a style checklist to ensure consistency in hyphenation, capitalization & formatting of references

- Maintaining awareness of new words or phrases coming into popular currency with a view to examine the relevance and appropriateness of their use for the target readership
- Providing cultural consulting services and supervising the work of other translators assigned to the program by assigning/monitoring translation tasks
- Developing briefings and management reports for senior management
- Providing end-to-end administrative support such as tracking all official correspondence, scheduling & managing appointments, keeping track of upcoming events, staff recruitment, arranging interviews, so on

#### Significant Accomplishments:

- Efficiently translated different UN documentation including UNODC e-learning and UNDP programs
- Excellent track record of completing all projects within schedule
- Successfully minimized errors in documents through proofreading measures
- Performed quality assurance of translated documents and recommended corrective actions as required; coached translators on oral communication skills
- Appreciated by management for excellent performance

## || Education



- **PhD in Linguistics and Translation**, Faculty of Arts, Damietta University (2022- continuing)
- **M.A. (Translation Studies)** at the Institute of Applied Linguistics & Translation, Faculty of Arts, Alexandria University (**Thesis Title:** *Problems of Translating Legal Terms into English in the Egyptian Personal Status Law*) (September 2021)
- **Advanced Specialized Translation Diploma** at the Institute of Applied Linguistics & Translation, Faculty of Arts, , Alexandria University in 2014
- **General Translation & Simultaneous /Consecutive Interpreting Diploma** from Institute of Applied Linguistics & Translation, Faculty of Arts, Alexandria University in 2005
- **Education Technology Diploma** from Faculty of Education, Alexandria University in 2006
- **BA (English Language Teaching & Literature)** from Faculty of Education, Alexandria University in 2003

## || IT Skills



~ Microsoft Office 2010 & 2016

~ SDL Trados Studio 2017

~ MemoQ 8

## || Online Profiles



**National Accreditation Authority for Translators and Interpreters (NAATI), Certified Translator (English into Arabic)**

**American Translators Association (ATA), Associate Member**

#### LinkedIn:

<https://www.linkedin.com/in/abdulsattar-kordy-61b44467/>

#### Translatorscafe.com

<https://www.translatorscafe.com/cafe/member97256.htm>

#### Proz.com

<http://www.proz.com/translator/1057520>

## || Personal Details



**Date of Birth:** 13<sup>th</sup> December 1981

**Languages Known:** English and Arabic

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