

David Gralow

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ARABIC TO ENGLISH TRANSLATION NATIVE LANGUAGE: ENGLISH

SERVICES

Translation:	Negotiable, minimum 50 USD per project
Proofreading:	.03 per word, minimum 40 USD per project
Capacity:	Up to 3,000 words per day contingent on review of sample paragraph from source document. Rush jobs and large project rates variable.
Areas of Specialty:	Commercial, Legal, Politics/Current Events, Media/Journalism

EDUCATION and CERTIFICATION

Metropolitan State College of Denver (1998 – 2003)
Political Science and French

Bourguiba Institute of Modern Languages, Tunisia (2005 – 2006)
Intensive Arabic Language Courses
Level 3 Arabic Language Proficiency Certificate (December 2006)

New York University School of Professional and Continuing Studies (2007 – 2009)
Arabic to English Translation (General, Media, Literary, Military, Commercial, Legal)
Certificate in Arabic to English Translation (June 2009)

ITC Language School, Prague
TEFL Certificate (September 2006)

Alliance Française de la République Tchèque
DELF B2 Certificate in French Proficiency (April 2008)

SOFTWARE

Microsoft Windows XP SP3 and MacOS 10.8.3
Microsoft Office 2011
SDL Trados Studio 2009
AVG Antivirus
Hourly backups/archiving over local SimpleTech External HD and via iDrive online storage

PAYMENT

My preferred payment methods are, in order, PayPal, Moneybookers or check drawing on a U.S. bank. As a last resort I can accept payment by wire transfer to either my U.S. or Czech bank account. 30 Net is my preferred method but other terms can be negotiated given extenuating circumstances.