

## **Riham Megally**

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### **Qualifications Summary**

- More than three years of experience being a Translator and Interpreter , , constructing, editing and proofreading legal documents, contracts, and certificates observing legal style and vocabulary (English/Arabic/English).
- More than eight years of experience being Administrative Assistant experienced working in professional fast- paced environment, assisting top executives, and various departments demanding strong organizational and interpersonal skills.
- High level of fluency in Arabic and English and extensive knowledge of both languages' cultures and vocabulary.
- Ability to review, edit, and proof-read other translations.
- Ability to translate all legal documents, and codes.
- Remarkable interpreting skills.
- Great attention to detail with excellent work ethic.
- Excellent interpersonal skills and ability to work in a team environment.
- Ability to generate Spreadsheets and charts, Power Point slides and animations, Word Processing & Typing preparing various documents, contracts, memos and reports

### **Certificates and Education**

**-BA in English Literature and Translation – Grade: Very Good**

The Higher Institute for Languages and Translation

**- US Federal Court Arabic Interpreter.**

**- Associate Member of ATA.**

**- Legal Documents into English Certificate – Grade: A**

**- Legal Documents into Arabic Certificate – Grade: B+**

**-Learning Outcomes:**

- Apply semantic principles governing legal language.
- Use formal legal vocabulary.

- Use Law Latin and Law French when necessary.
- Construct standard legal syntactic structures.

**-Executive Secretary Certificate – Grade: Very Good**

**Studies Included:** Office Management, Customer Service, Administration of Conferences, Report Writing, MS Excel, MS Access and Internet.

**Experience Highlights**

**Independent Translator and Medical Interpreter:**

- Independent Interpreter working with various agencies and courts to carry out medical and legal visits including Supreme Courts, Superior Courts, WACB and USCIS covering Trials, Hearings, Small Claims and others giving assistance to non-English speaking parties.
- Work with various Attorneys, clinics and physicians especially Immigration Attorneys, Neurologists, Orthopedics, Physical Therapists, Psychologists, Oncologists and Internists.
- Translate, edit and proof-read various documents and certificates including but not limited to Invoices, contracts, marriage certificates, graduation certificates, immigration documents, appeals and others.

**Translation & Interpretation Skills:**

- Oral: Consecutive, Simultaneous and Sight Translation.
- Written: Legal, medical, economic and general.

**Computer Skills**

- - Advanced: Windows 2000/ Vista, Microsoft Word, Excel, Power Point, Access, Outlook (2003 & 2007),
- - Intermediate: Lotus Notes, Dreamweaver, Adobe Acrobat, and Adobe Photoshop.

**Employment History as a Translator & Interpreter:**

**Currently work with :**

**1) Agencies:**

- **Translation2000 – USA**
- **CTS language link – USA**
- **Luxe Translation – USA**
- **Translation 4all - USA**
- **ISI Translation - USA**
- **US Translation- USA**
- **The Big World Group – England & USA**
- **MANNHEIMER SPRACHENDIENST - Germany**

- **Various Immigration and Workman Compensation Attorneys.**

**2) Courts:**

- **Supreme Court of Rancho Cucamonga**
- **Riverside Superior Court**
- **San Bernardino Superior Court**

**Administrative Support and Customer Service**

- Performed administrative and secretarial support functions for the President of a Construction company, the General Manager of an Irrigation Services company, and the CFO of a large Multi- National Pay-TV company. Duties included but not limited to:
- Receiving and directing phones and visitors to designated personnel and taking messages.
- Manage, organize, co-ordinate and follow up on correspondence, calendars, appointments, meetings in addition to travel arrangements.
- Re-organizing hundreds of Files and maintaining record keeping procedures
- Prepared letters, memos and reports, contracts, executive presentations and Charts, including introducing the idea of inserting excel spreadsheets into Power Point presentations to give them a better professional look.
- Handled confidential hard and soft copies of various documents and contracts.
- Translated various documents and contracts from English to Arabic and vice versa.

**Data Entry**

- Successfully converted more than 10000 tapes' hard copy data and their information into the new main database (soft copy) for a Non-Profit Christian Satellite Channel (hard copy)
- Responsible for following up on new data entries from other offices worldwide, in order to locate and correct and report any possible errors.

**Employment History as an Administrative Assistant:**

**-Assistant to Scheduling Dept., SAT-7 Broadcasting Channel. ( Media)**

[March 2004 – Aug 2007]

**-Executive Assistant to CFO, Arab Digital Distribution (One of Dallah AL Baraka Grp) (Media)**

[June 2002 – October 2003]

**-Administrative Assistant & Sales Coordinator, Global for Touristic Projects (The Place Floating Boat Head office) (Entertainment)**

[June 2000 – June 2002]

**-Assistant to the GM, Egyptian American Irrigation. (Irrigation Systems)**

[July 1999 – March 2000]