



# ASMAA EISSA

Senior Translator, PMP



## PROFILE

Asmaa is a skilled professional with more than 7-year hands on experience in different roles of translation, editing, and proofreading.

Asmaa Also has project management experience and crowned this by obtaining the PMP certificate.

## SKILLS

- **CAT Tools**, (Trados, Wordfast & memoQ)
- **Analysis & Research Tools** (Talk Walker, Topsy & Engagor)
- **Microsoft Office Suite**

## CERTIFICATIONS, AWARDS

- **PMP**, Project Management Professional

## COURSES

- Media Translation, EGYPTA.
- Pre-Work Training Program for Translator, Translator & Linguistics Syndicate.
- Translation as a Profession, Arability.
- Egyptian Arbitration Law in light of the international laws, the AUC (Arab European Center for Arbitration).

## EDUCATION

### BSc of Translation, Al Azhar University

Grade: Very Good, Accumulated Grade: Very Good with Honor Degree  
2006-2010

### Project Management Professional (PMP), Project Management Institute (PMI)

PMP Number: 2011435  
2017-2023

## FREELANCE TRANSLATOR & REVIEWER, DOHA, 4 YEARS

### Main Activities

- Translate & Check documents done for the client.
- Make sure everything regarding style, grammar, meaning is correct. Ensure client's satisfaction.
- Review the translation after all formatting is complete, if needed.
- Ensure that there are no typographical errors incorporated during the DTP phase.
- Check the accuracy of Software references, localized graphics and other requirements that might be specific to the project.

## SENIOR TRANSLATOR & SM EXECUTIVE, CARMA, GIZA, 2 YEARS

### Main Activities

- Read client's brief and objectives to be transferred into action plans within specific time frame.
- Selected research methods appropriate to pre-defined client criteria
- Set up clients' profiles on a social media monitoring tool, efficiently to make sure that it captures all conversations related to the clients on all social media platforms; the set-up process includes creating lists of keywords that identify the client's products in different slang dialects in the Arab region.
- Prepared high-quality client-ready research reports on time. Ensured set deadlines are met.
- Applied quantitative and qualitative research techniques to understand and analyze online conversation and provide insightful and actionable information to clients.
- Monitored and analyzed conversations taking place on social media platforms using different social media monitoring and analysis tools.
- Prepared Sentiment analysis reports.
- Checked and revised the finished work.

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## CONTACT

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## TRANSLATOR, SAUDISOFT, GIZA, 2 YEARS

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### Main Activities

- Followed the translation styles, guidelines or instructions given by the company/client
- Followed established rules such as sentence structure, grammar and punctuation
- Searched for the proper translation using all the possible means (internet, project references, etc)
- Edited the target text to ensure cohesion and consistency.
- Ensured consistency in terminology and style.
- Ensured linguistic accuracy.
- Ensured that all items in the workflow system translator checklist were applied.
- Checked and revised the finished work.
- Checked whether the meaning has been conveyed or not.
- Ensured that there were no omissions or errors in the target text and making any needed amendments accordingly.
- Applied the corrections/comments of the reviser on the translated material.
- Applied the corrections/comments of the clients on the translated material.

## TRANSLATOR, PERFECT TRANSLATORS, CAIRO, 1 YEAR

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### Main Activities

- Followed the translation styles, guidelines or instructions given by the company/client
- Translated many projects in different fields, including Auto, Legal, Technical, Religious, Educational, Financial, Humanities, and General fields.

## SOCIAL WORKS

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### Branch Manager, "1mdreams" Project

- 1mdreams is a project aiming to help poor people in Egypt and Africa by creating small projects for them, helping them to run and manage their projects, then those people become partners to help new poor people to do the same, we created till now 460 projects in 9 cities in Egypt.

## OTHER DATA

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POB: 01.Jan.1988  
Nationality: Egyptian  
Marital Status: Married

English \_\_\_\_\_●  
Arabic \_\_\_\_\_●  
French \_\_\_\_\_●