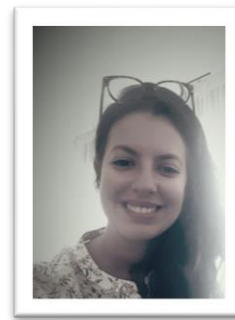


DOB: 02/12/1983
French citizen-Married
Living in Tangier, Morocco
+212 661 572 616
nadia@nhtranslation.com

Nadia Hilali

Translator

EN TO FR
FR TO EN
SP TO FR



Work experience

Over 12 years of experience in the translation industry working as a freelance and an in-house translator, reviser for agencies companies, governmental bodies and private individuals in the following sectors: logistics, construction, automobile, law, finance, accounting, television, tax, media, tourism and environment.

Tools used: Trados, Matecat. **Languages:** French (native) English (bilingual), Spanish (fluent), German (basic knowledge), Moroccan Arabic (fluent)

2009 - Present **Independent translator**

London then Tangier – www.nhtranslation.com

- ▶ Legal Translation: Intellectual property, certificates, orders, contracts, immigration, human rights
- ▶ Commercial, Marketing, advertising corporate translation – Packaging, Cosmetics, ICT, Leisure & tourism, Education, Retail, IT, visual arts
- ▶ Technical translation: environmental impact studies, instructions for use, information systems, IT procedures, packaging, patents, printing, specification sheets, user manuals
- ▶ Proven Clientele: TMSA (TANGER MED SPECIAL AGENCY), TMPA (TANGER MED PORT AUTHORITY), UNESCO, CODESPA, DE PASCUAL & MARZO, PHENIXA, SJL, DENSO, UHY BENMOKHTAR, GOALSYSTEMS, LEAR, MOORE STEPHENS BERNOSSE, INDO, TRANSLATED, GAM LOCATION, ACTIVA SERVICES COMPANY, RAJA, FRANCE TÉLÉVISION, VERBATEC, FUJITSU, SETEC ITS...
- ▶ Liaison interpreting (meetings, committees, seminars)
- ▶ Teaching languages applied to finances, law - English grammar - French
- ▶ Project Management: liaising with the clients, providing quotes, analysing and planning the project, preparing documents, glossaries, translation memories, assigning tasks, file monitoring, ensuring the project's profitability throughout its cycle.

2008 - 2009 **In-house technical translator**

Raja – Paris

Responsible for the entire company's flow of documents to be translated. Prioritised tasks, monitored, and reviewed translations. Initiated a new process for translation and addressed the issues to deal with as to document management. Reported to the Head of IT department, translated from French to English and English into French.

- ▶ Marketing Communications: responsible for management & translation of newsletters, leaflets, magazine
- ▶ Technical Translation: managed translation of the new ERP system & related Microsoft AX developments. Translation of specifications for the Catalogue and Print departments. Supplied cross-departmental requests for translation of business processes in the modelling tool ARIS (Marketing, Finances, Accounting, IT)
- ▶ E Marketing Translation: editing and translating the website content, the intranet news and RAJA Foundation's articles
- ▶ Translation of IT Training Material: translation of training support guides & IT procedures
- ▶ Forward planning: full responsibility for heading up the entire company's translation projects by department on a weekly basis.

References available upon request

- ▶ Liaising with expert consultants: creation of glossaries for each contracted company, and checking the terminology in the expertise field.

2007- 2008 **Translation and localization Project Manager**

ART International – Paris

- ▶ Multilingual project management: planning scheduling and managing translation projects, assigning translation teams
- ▶ Liaising with clients, translators, proofreaders and sales managers
- ▶ Translation coordination: coordinating translation process with translators and proofreaders
- ▶ Proofreading: reviewing, editing, ensuring the quality processes are adhered to
- ▶ Translation of Marketing Communications, Patents, Instructions for use, ICT, commercial documents,
- ▶ Glossary, terminology: creation of glossaries, updating the terminology database and dictionaries
- ▶ Translator's database management: marking, evaluating, and providing translators with quality instructions feedback
- ▶ Specialist tools: Trados, Passolo, Photoshop

Other experience

- 2004 Executive PA to Artistic director at Mona Records Ltd, London, 2004-2005
- 2005 PA to CEO of Metropolitan films export, Paris 2005-2006
- 2006 PA to HR Manager at Banque Privée Saint Dominique (Natixis Subsidiary), Paris, 2006-2007
- 2006 Freelance translator since 2006.

Education

2004 - 2005 **Bachelor's degree in Languages applied to economics and law**

Paris III Sorbonne Nouvelle

- ▶ International relations economics, French and Common Law, specialised translation (corporate communications, commercial, legal, financial), British and North American history, Spanish and South American history, Linguistics.
- ▶ Marketing internship: the Monaco Tourist Office. London, 2004.

2005 - 2006 **Masters in legal and financial translation- English-Spanish & French**

Paris III Sorbonne Nouvelle

- ▶ Legal translation, financial translation, editorial translation, cultural anthropology, British and North American political sciences, Spanish and South American political sciences, Terminology, I.C.T
- ▶ Dissertation: Terminology of urban planning English-French-Spanish

2006 - 2007 **Masters in Translation and Language Engineering – English, Spanish & French**

Paris 7 Denis Diderot

- ▶ Legal translation, Localization, IT languages (xml, sql, perl), Translation project management, Technical writing, CAT software
- ▶ Thesis: "The intellectual property system in the UK, terminology of patents and trademarks"