

AbdulKarim Janjelo
Translation talent/Project Manager.
English <> Arabic

Email: ak.janjelo@hotmail.com

Skype: interpreter.leb

CAREER SNAPSHOT

- Experience in business development, project management, manpower handling, and consultation.
- Extensive qualified experience in managerial and supervisory positions involving long-term and short-term projects.
- Translation and interpreting expert with 13 years of experience in providing optimal translation and localization services, with added proficiency in subtitling, synchronizing, editing, and proofreading translation materials.
- Expert translating and/or localizing IT, communication, marketing, medical, business management, legal, contract, and history documents.
- Several years of experience in developmental and analytical web-based research and technology-related consultation services.

KEY COMPETENCIES

Management Knowledge	Planning/Organizing	Manpower Handling
Arabic and English	Translation/Localization	Copywriting/Transcreation
Editing/Proofreading	Consultation	Project/Quality Assessment
IT/Information technology	Negotiation	Decision-making
Research	Various Computer Platforms and Translation Tools	

RECENT CAREER HIGHLIGHTS

Project Management – multi-vendor

- ❖ Manages complex projects and client expectations, and assumes full responsibility for project deliverables regarding schedule, budget, quality, and scope.
- ❖ Monitors staff/team performance and escalates, if necessary, issues that might affect deliverables.
- ❖ Acts on client feedback.
- ❖ Proactively identifies possible issues and provides advance solutions.
- ❖ Delegates tasks and designs systems to streamline processes and ensure efficiency.
- ❖ Implements project direction, manages conflicts, and obtains results by managing manpower strengths and capacities.

Specialized English <> Arabic Translator – Medical, Marketing, IT, and Legal

- ❖ Achieved the lead English <> Arabic translator role for Symantec (via Tag), specializing in IT and marketing content. Translated marketing campaigns, inter-department business correspondence, and other technical content.
 - ❖ QC/QA of IT text and audio materials for SANS.org. In this role I do two kinds of Quality Control and Assurance to make sure that the final IT - related products for SANS.org (one for the text material and one for the audio material) is up to the standards when it comes to language, cultural relevance and sound quality.
 - ❖ Achieved a lead translator status in other projects with WorldWriters (Tag Worldwide), responsible for marketing-related translations. Transcreated and proofread the content of various marketing materials for multi-media.
 - ❖ Regular Arabic > English translation of marketing surveys from the Arab market.
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- ❖ Managed and collaborated with a colleague, as well as did consultation work, for a rush 3000-word medically technical document on chronic kidney disease and its treatment options.
 - ❖ Delivered a 15,000-word Arabic > English rush medical document on thalassemia patients.
 - ❖ Provided transcreation and localization services for marketing campaigns involving technical and medical terms and descriptions for devices that measure blood sugar.
 - ❖ Proofread around 2000 words of Study Medication Instruction Guide.
 - ❖ Worked on other technical projects involving Jaguar/Land Rover/Range Rover, and even website translations/localizations.
 - ❖ Provided translation services for various hospital and medical announcement flyers.
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OTHER PROFESSIONAL EXPERIENCES

English <> Arabic Translator – 2004 to present

- ❖ Researched, translated, and back-translated from Arabic <> English an over a century old 25-page diplomatic document regarding trade, war, and political agreement between Morocco and the U.S. Analyzed and deciphered traditional/standard Arabic mixed with Moroccan terminologies for the document. Provided explanations for obsolete and/or almost unreadable words contained in the text.
- ❖ Provided market-based (Lebanese/Arabic), web research involving top websites and RSS feeds for Microsoft through a reputable company.
- ❖ Delivered transcreation, translation, and back-translation work involving advertisements and hospitality services such as travel and tours, accommodations, and tourist attractions.
- ❖ Provided English > Arabic translation of scientific terminologies for the website of a prominent interdisciplinary scientific journal.
- ❖ Delivers Arabic <> English transcription with translation work involving high-profile audio recordings of interviews and meetings with government officials and top executives.
- ❖ Regularly engages in Arabic slang > formal English translations of study results/comments from various consumer reviews on a wide array of products and services.
- ❖ Caters to major Arabic <> English translation needs of some companies involving certificates, public documents, food ingredients, and other business correspondence

“Translation...bridges connecting nations”