

Nancy Muhammed

Translator

Personal Summary

A multi-skilled, reliable & talented translator with a proven ability to translate written documents from a source language to a target language. A quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds. Well mannered, articulate & fully aware of diversity & multicultural issues. Flexible in the ability to adapt to challenges when they arise & at the same time remaining aware of professional roles & boundaries.

Would like to work as a translator for a successful and ambitious company that offers great opportunities for career development and progression.

Areas of Expertise

Translation:

Marketing, financial, literature, education, history.

Proofreading.

Editing.

Personal DETAILS

Nancy Muhammed

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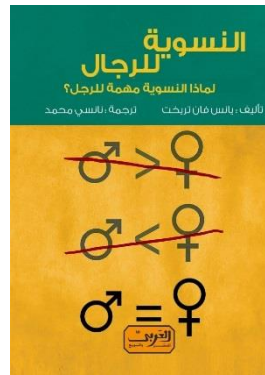
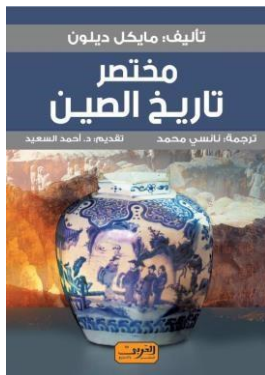
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Work Experience

Working freelance for 12 years in the literary and general fields. Providing a translation service to clients where needed. Involved converting documents and articles from one language into another and ensuring that the finished converted articles relay the intended message as clearly as possible.

Previous Works:



Duties:

- * Liaising with clients to discuss any unclear points.
- * Providing guidance, feedback & creating customer -specific style guides. Translation of documents/letters from a foreign language to English & vice versa. Reviewing and proofreading mother -tongue text.
- * Revising more junior translators' translations.
- * Supporting the translation team with other projects when necessary.
- * Excellent English speaking and writing skills.
- * Retrieving articles from newspapers, magazines & the internet & translating them into English.

Rates:

For Translation:

Arabic to English – English to Arabic Standard rate:

400 LE per 1000 words for Literary Translation.

350 LE per 1000 words for other fields.

KEY SKILLS AND COMPETENCIES

- * Familiar with translation software tools.
- * Excellent communication and social skills. Able to work to tight deadlines.
- * Highly skilled in Word 2021, mild knowledge of Excel & PowerPoint.
- * Willing to travel and able to work under pressure.
- * Able to prioritize work.

ACADEMIC QUALIFICATIONS

English Literature licentiate
Alexandria University 2001-2005

REFERENCES – Available on request.