#### **Heba Sirry**

Personal information First name(s) / Surname(s) Address Cairo (Egypt) Telephone(s) Mobile: (+2) 01006856399 Nationality Date of birth 12-Mar-83 Gender Female Senior Translator Localizer Proofreader DTP specialist  Work experience  Dates Occupation or position held Main activities and responsibilities Name and address of employer Type of business or sector  Dates Occupation or position held Main activities and responsibilities Tainee  O1 May 2006 - 01 August 2006 Occupation or position held Main activities and responsibilities Name and address of employer Type of business or sector  Dates Occupation or position held Main activities and responsibilities Occupation or positio		
Address Telephone(s) E-mail(s) Nationality Date of birth Desired employment / Occupation al field  Dates Occupation or position held Main activities and responsibilities Name and address of employer Type of business or sector  Cairo (Egypt) Mobile: (+2) 01006856399 hebasirry83@gmail.com Egyptian 12-Mar-83 Female Senior Translator Localizer Proofreader DTP specialist  O1 February 2006 - 01 April 2006 English teacher English teacher English teacher English teacher Senior Translator Localizer DTP specialist  O1 February 2006 - 01 April 2006 English teacher English teacher English teacher English teacher English teacher Senior Translator Localizer D1 February 2006 - 01 April 2006 English teacher E	ersonal information	
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E-mail(s) Nationality Date of birth 12-Mar-83 Gender  Desired employment / Occupational field  Dates Occupation or position held Main activities and responsibilities Name and address of employer Type of business or sector  Dates Occupation or position held Main activities and responsibilities  Dates Occupation or position held Main activities and responsibilities  Name and address of employer  Dates Occupation or position held Main activities and responsibilities  Name and address of employer  Dates Occupation or position held Main activities and responsibilities  United Arab Group Cairo (Egypt) Type of business or sector  Hebasirry83@gmail.com Egyptian  12-Mar-83 Female Senior Translator Localizer Proofreader DTP specialist  Proofreader DTP specialist  Proofreader DTP specialist  United April 2006 English teacher assistant language nursery (Egypt) Education  O1 May 2006 - 01 August 2006 Trainee Took training for 3 months in IM & EX Company. We learned how to create new of the complex of the comp	\ddress	Cairo (Egypt)
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Senior Translator Localizer Proofreader DTP specialist  Work experience  Dates Occupation or position held Main activities and responsibilities Name and address of employer Type of business or sector  Dates Occupation or position held Main activities and responsibilities  Dates Occupation or position held Trainee  Occupation or position held Main activities and responsibilities  Occupation or position held Main activities and responsibilities  United Arab Group Cairo (Egypt) Type of business or sector  Senior Translator Localizer Proofreader DTP specialist  Occupation or position held Alama activities and responsibilities  Name and address of employer Type of business or sector  Senior Translator Localizer Proofreader DTP specialist  Occupation or position held Alama activities and responsibilities  United Arab Group Cairo (Egypt) marketing	ate of birth	12-Mar-83
Desired employment / Occupational field  Dates Occupation or position held Main activities and responsibilities Name and address of employer Type of business or sector  Dates Occupation or position held Main activities and responsibilities  Dates Occupation or position held Trype of business or sector  Dates Occupation or position held Main activities and responsibilities  Dates Occupation or position held Main activities and responsibilities  Name and address of employer  Type of business or sector  Dates Occupation or position held Main activities and responsibilities  Name and address of employer Cairo (Egypt)  Type of business or sector  Localizer Proofreader DTP specialist  Dates On April 2006 English teacher English teacher English teacher English teacher  English teacher  English teacher  English teacher  Dates On May 2006 - 01 August 2006  Trainee  Took training for 3 months in IM & EX Company. We learned how to create new or channels and how to arrange meetings with potential clients.  United Arab Group Cairo (Egypt)  Type of business or sector	ender	Female
Occupational field  Proofreader DTP specialist  Work experience  O1 February 2006 - 01 April 2006 English teacher English teacher English teacher assistant language nursery (Egypt) Type of business or sector  Dates Occupation or position held Main activities and responsibilities  O1 May 2006 - 01 August 2006 Trainee  Occupation or position held Main activities and responsibilities  Name and address of employer Chainels and how to arrange meetings with potential clients.  United Arab Group Cairo (Egypt) Type of business or sector  Proofreader DTP specialist  O1 February 2006 - 01 April 2006 English teacher English teacher English teacher  English teacher  English teacher  On May 2006 - 01 August 2006  Trainee Took training for 3 months in IM & EX Company. We learned how to create new or channels and how to arrange meetings with potential clients.  United Arab Group Cairo (Egypt) Type of business or sector		Senior Translator
Dates Occupation or position held Main activities and responsibilities Name and address of employer Type of business or sector  Dates Occupation or position held Main activities and responsibilities Name and address of employer Type of business or sector  Dates Occupation or position held Main activities and responsibilities  Name and address of Occupation or position held Main activities and responsibilities Name and address of employer Cairo (Egypt) Type of business or sector  Dates Occupation or position held Cairo (Egypt) Type of business or sector  Dates Occupation or position held Trainee Took training for 3 months in IM & EX Company. We learned how to create new rechannels and how to arrange meetings with potential clients.  United Arab Group Cairo (Egypt) Type of business or sector	Desired employment /	Localizer
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Dates Occupation or position held Main activities and responsibilities Name and address of employer Type of business or sector  Dates Occupation or position held Main activities and responsibilities  Name and address of employer Type of business or sector  Dates Occupation or position held Main activities and responsibilities Name and address of employer Type of business or sector  Dates Occupation or position held Main activities and responsibilities Name and address of employer Type of business or sector  Dates Occupation or position held Trainee Took training for 3 months in IM & EX Company. We learned how to create new or channels and how to arrange meetings with potential clients.  United Arab Group Cairo (Egypt) Type of business or sector		DTP specialist
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Occupation or position held Main activities and responsibilities Name and address of employer Type of business or sector  Dates Occupation or position held Main activities and responsibilities  Name and address of employer  Dates Occupation or position held Main activities and responsibilities Name and address of employer  Type of business or sector  English teacher English teacher English teacher  Inglish teacher  English teacher  English teacher  Inglish teacher  Inglish teacher  Inglish teacher  Inglish teacher  English teacher  Inglish teac		
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responsibilities  Name and address of employer  Type of business or sector  Dates  Occupation or position held  Main activities and responsibilities  Name and address of employer  Type of business or sector  English teacher assistant  language nursery  (Egypt)  Education  O1 May 2006 - 01 August 2006  Trainee  Took training for 3 months in IM & EX Company. We learned how to create new of channels and how to arrange meetings with potential clients.  United Arab Group  Cairo (Egypt)  Type of business or sector  marketing	Occupation or position held	English teacher
employer Type of business or sector  Education  Dates Occupation or position held Main activities and responsibilities Name and address of employer Type of business or sector  (Egypt) Education  O1 May 2006 - 01 August 2006 Trainee Took training for 3 months in IM & EX Company. We learned how to create new responsibilities United Arab Group Cairo (Egypt) Type of business or sector  Type of business or sector		English teacher assistant
Type of business or sector  Education  Dates Occupation or position held Main activities and responsibilities Name and address of employer  Type of business or sector  Education  O1 May 2006 - 01 August 2006  Trainee Took training for 3 months in IM & EX Company. We learned how to create new rechannels and how to arrange meetings with potential clients.  United Arab Group Cairo (Egypt) Type of business or sector	lame and address of	language nursery
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Main activities and responsibilities  Name and address of employer  Type of business or sector  Took training for 3 months in IM & EX Company. We learned how to create new to channels and how to arrange meetings with potential clients.  United Arab Group Cairo (Egypt) marketing	)ates	01 May 2006 - 01 August 2006
responsibilities channels and how to arrange meetings with potential clients.  Name and address of employer Cairo (Egypt)  Type of business or sector marketing	Occupation or position held	Trainee
employer Cairo (Egypt) Type of business or sector marketing		Took training for 3 months in IM & EX Company. We learned how to create new marketing channels and how to arrange meetings with potential clients.
Type of business or sector marketing	lame and address of	United Arab Group
	:mployer	Cairo (Egypt)
Dates 01 March 2007 - 01 July 2007	ype of business or sector	marketing
Dates 01 March 2007 - 01 July 2007		
	)ates	01 March 2007 - 01 July 2007
Main activities and responsibilities  Worked as Data Entry in Communication Ministry Project (Digital Library).		Worked as Data Entry in Communication Ministry Project (Digital Library).
Name and address of Allied Information Technology Service AITS	lame and address of	Allied Information Technology Service AITS
employer 13, Abd El Wahed El Wakil St., Misr El Gedeida, Cairo (Egypt)	mployer	13, Abd El Wahed El Wakil St., Misr El Gedeida, Cairo (Egypt)
Type of business or sector Information Technology Service	ype of business or sector	Information Technology Service
Dates 15 September 2007 – 1 January 2012		
		E-marketing & Intl. Sales manager
		E-marketing & Int. Sales manager at publishing house responsible for managing our social
E-marketing & Int. Sales manager at publishing house responsible for managing of		
E-marketing & Int. Sales manager at publishing house responsible for managing of media channels (FB - Twitter - LinkedIn and other specialized websites).	esponsibilities	Responsible for managing our website minuating data - dealing with Edit etc. Greating
E-marketing & Int. Sales manager at publishing house responsible for managing o		

#### **Heba Sirry**

	Responsible for the copyright licensing process with foreign publishing houses such as John Wiley, Kogan Page and McGraw-Hill, all in UK and USA, which gained me experience in
	translation and administrative field.
Name and address of	Arab Nile Group
employer	18 Ezzat Salama off Abass Al Akkad - Nasr City, 11727 Cairo (Egypt)
Type of business or sector	Publishing
Dates Occupation or position held	01 September 2013 – 01 December 2013 Associate
Main activities and	
responsibilities	Perform post-edit tasks for my language combination
Name and address of	SDL Language Weaver Team
employer	(USA)
Type of business or sector	Translation Services
Dates	12 December 2013 – until now
Occupation or position held	Freelance translator
E-mail	info@ektranslations.co.uk
Name and address of	EK Translations Ltd
employer	UK
Type of business or sector	Translation Services
Dates	Jan 2014 – until now
Occupation or position held	Freelance translator
E-mail	easymedia@eim.ae
Name and address of	Easy Media
employer	UAE
Type of business or sector	professional advertising services
Dates	Jan 2014 – Jun 2016
Occupation or position held	Freelance translator
E-mail	info@termwiki.com
Name and address of	WikiTerm
employer	USA
Type of business or sector	social learning network
Type of business of sector	Social rearring network
Dates	
Dates	I Jan 2014 – Dec 2014
	Jan 2014 – Dec 2014 Freelance translator
Occupation or position held  E-mail	Jan 2014 – Dec 2014  Freelance translator
Occupation or position held	

#### **Heba Sirry**

Name and address of employer	China
Type of business or sector	Translation Services
Dates Occupation or position held E-mail Name and address of employer	May 2014 – until now Freelance translator pm@alandalusgroup.org Al-Andalus Group
Type of business or sector	Cairo Translation Services
Dates Occupation or position held E-mail Name and address of employer	March 2014 – until now Freelance translator  Egytranslators
Type of business or sector	Cairo Translation Services
Dates Occupation or position held E-mail Name and address of employer	March 2014 – until now Freelance translator info@locxpress.com LocXpress
Type of business or sector	Cairo Translation Services
Dates Occupation or position held E-mail Name and address of employer	Oct 2014 – until now Freelance translator  Vocabridge Ltd. UK
Type of business or sector	Translation Services
Dates Occupation or position held E-mail	Feb 2015 – May 2015 Freelance translator – Content writer
Name and address of employer	HolidayMe UEA
Type of business or sector	Online Booking Services
Dates Occupation or position held E-mail	Jan 2015 – until now Freelance translator

#### **Heba Sirry**

Name and address of employer  Type of business or sector	DarLukman Translation Services  Egypt Translation Services
Type of business of sector	Translation Services
Dates Occupation or position held E-mail	Aug 2017 – Aug 2018 Freelance translator
Name and address of employer	Tarjamat Translations
Type of business or sector	USA Translation Services
Education and training	
Dates Title of qualification	15 September 2000 - 15 June 2005
awarded	B.A. Foreign Trade
Principal subjects / occupational skills covered	Foreign Trade Economics stock market
Name and type of organization providing education and training	Faculty of Commerce & Business Administration (Faculty of Commerce & Business Administration) Helwan, 11795 Cairo (Egypt)
Level in national or international classification	ISCED 6
Personal skills and competences	
Mother tongue(s)	Arabic
Other language(s)	English
Self-assessment	Understanding Speaking Writing
European level (*) English	Listening Reading Spoken Spoken interaction production
	C2 Proficient user C3 Proficient user C4 Proficient user C5 Proficient user C5 Proficient user C5 Proficient user C6 Proficient user C6 Proficient user C7 Proficient
Social skills and competences	Team spirit; - Good ability to adapt to multicultural environments, gained through my work experience; - Good communication skills gained through my experience as E-marketing & Intl. Sales
	manager.

### Heba Sirry

Organizational skills and competences	<ul> <li>Strong analytical and organizational skills.</li> <li>Excellent interpersonal skills, phone manners, and office etiquette.</li> <li>Capable of both handling the incoming e-mails and replying them.</li> <li>Translate incoming faxes, letters and e-mails.</li> </ul>
Computer skills and competences	<ul> <li>Excellent knowledge of Windows OS.</li> <li>Excellent Knowledge of Ms. Word.</li> <li>Excellent Knowledge of Ms. PowerPoint.</li> <li>Excellent Knowledge of Ms. Excel.</li> <li>Excellent Knowledge of Internet and Web Search.</li> <li>Using Photoshop.</li> <li>Using Illustrator.</li> <li>Using InDesign.</li> <li>Using Adobe Acrobat.</li> <li>Using OCR Professional Programs.</li> <li>Efficient management for social websites like Face book, Twitter, LinkedIn and other specialized websites concerning publishing sector.</li> <li>The ability to create, design and deliver marketing tools, such as flyers, posters and e-</li> </ul>
CAT Tools	marketing letters for campaigns, using PS program, MS suite templates and other designing applications and resources.  • SDL Trados Studio 2019 • Translation Workspace • memoQ • Memsource
Skills and Competences	Basically, I can learn to work with any CAT tool.  Reading Writing Drawing Web search
Books Translation	المبادئ الأساسية للتصنيع - I co-translated the following titles: (Mission America الولايات المتحدة في الألفية الثالثة قوة عظمى في مفترق الطرق بالمناس المبادئ الأساسية للتصنيع - Shigeo Shingo book (fundamental principles of lean manufacturing اللين المبادئ الأساسية للتصنيع - (اللين) (Code of Practice for Project Management for construction and development الإدارة المشروعات لأغراض البناء والتطوير (Wiley-Blackwell)  I assisted masters and PHD students translating and transcribing educational materials including books chapters, essays, studies and audio materials.

#### **Heba Sirry**

Senior Translator Proofreader Localizer DTP specialist

Kindly check my profile:

LinkedIn

http://eg.linkedin.com/pub/heba-sirry/47/817/15b

Proz.com

http://www.proz.com/profile/1459928

Translators café.com

http://schahrzad.translatorscafe.com/

Personal website:

https://hebasirry.wixsite.com/hebasirry

Google+:

google.com/+HebaSirry

Skype:

heba.sirry.amer