

# Curriculum vitae

**Heba Sirry**  
**Senior Translator**  
**Proofreader**  
**Localizer**  
**DTP specialist**

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| <b>Personal information</b>                |  |
| First name(s) / Surname(s)                 | Heba Sirry   |
| Address                                    | Cairo (Egypt)  |
| Telephone(s)                               | Mobile: (+2) 01006856399   |
| E-mail(s)                                  | hebasirry83@gmail.com  |
| Nationality                                | Egyptian   |
| Date of birth                              | 12-Mar-83  |
| Gender                                     | Female   |
|  | Senior Translator  |
| Desired employment /<br>Occupational field | Localizer<br>Proofreader<br>DTP specialist   |
| Work experience                            |  |
| Dates                                      | 01 February 2006 - 01 April 2006   |
| Occupation or position held                | English teacher  |
| Main activities and<br>responsibilities    | English teacher assistant  |
| Name and address of<br>employer            | language nursery<br>(Egypt)  |
| Type of business or sector                 | Education  |
| Dates                                      | 01 May 2006 - 01 August 2006   |
| Occupation or position held                | Trainee  |
| Main activities and<br>responsibilities    | 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.   |
| Name and address of<br>employer            | United Arab Group<br>Cairo (Egypt)   |
| Type of business or sector                 | marketing  |
| Dates                                      | 01 March 2007 - 01 July 2007   |
| Main activities and<br>responsibilities    | Worked as Data Entry in Communication Ministry Project (Digital Library).  |
| Name and address of<br>employer            | Allied Information Technology Service AITS<br>13, Abd El Wahed El Wakil St., Misr El Gedeida, Cairo (Egypt)  |
| Type of business or sector                 | Information Technology Service   |
| Dates                                      | 15 September 2007 – 1 January 2012   |
| Occupation or position held                | E-marketing & Intl. Sales manager  |
| Main activities and<br>responsibilities    | E-marketing & Int. Sales manager at publishing house responsible for managing our social media channels (FB - Twitter - LinkedIn and other specialized websites).<br>Responsible for managing our website (updating data - dealing with FAQ..etc), creating market tools, searching for new potential customers and distribution channels. |

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|                                      |   |
|--------------------------------------|---|
| Name and address of employer         | 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.<br>Arab Nile Group<br>18 Ezzat Salama off Abass Al Akkad - Nasr City, 11727 Cairo (Egypt) |
| Type of business or sector           | Publishing  |
| Dates                                | 01 September 2013 – 01 December 2013  |
| Occupation or position held          | Associate   |
| Main activities and responsibilities | Perform post-edit tasks for my language combination   |
| Name and address of employer         | SDL Language Weaver Team<br>(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 employer         | EK Translations Ltd<br>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 employer         | Easy Media<br>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 employer         | WikiTerm<br>USA   |
| Type of business or sector           | social learning network   |
| Dates                                | Jan 2014 – Dec 2014   |
| Occupation or position held          | Freelance translator  |
| E-mail                               | Beijing - Sinoview Infotech Co.,Ltd   |

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

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| Name and address of employer  | DarLukman Translation Services   |         |                 |                    |                 |                   |                 |         |                 |  |               |  |  |  |          |  |  |  |         |  |           |  |         |  |                    |  |                   |  |  |  |    |                 |    |                 |    |                 |    |                 |    |                 |
|---|--|---------|-----------------|--------------------|-----------------|-------------------|-----------------|---------|-----------------|--|---------------|--|--|--|----------|--|--|--|---------|--|-----------|--|---------|--|--------------------|--|-------------------|--|--|--|----|-----------------|----|-----------------|----|-----------------|----|-----------------|----|-----------------|
| Type of business or sector  | Egypt<br>Translation Services  |         |                 |                    |                 |                   |                 |         |                 |  |               |  |  |  |          |  |  |  |         |  |           |  |         |  |                    |  |                   |  |  |  |    |                 |    |                 |    |                 |    |                 |    |                 |
| Dates   | Aug 2017 – Aug 2018  |         |                 |                    |                 |                   |                 |         |                 |  |               |  |  |  |          |  |  |  |         |  |           |  |         |  |                    |  |                   |  |  |  |    |                 |    |                 |    |                 |    |                 |    |                 |
| Occupation or position held   | Freelance translator   |         |                 |                    |                 |                   |                 |         |                 |  |               |  |  |  |          |  |  |  |         |  |           |  |         |  |                    |  |                   |  |  |  |    |                 |    |                 |    |                 |    |                 |    |                 |
| E-mail  |  |         |                 |                    |                 |                   |                 |         |                 |  |               |  |  |  |          |  |  |  |         |  |           |  |         |  |                    |  |                   |  |  |  |    |                 |    |                 |    |                 |    |                 |    |                 |
| Name and address of employer  | Tarjamat Translations  |         |                 |                    |                 |                   |                 |         |                 |  |               |  |  |  |          |  |  |  |         |  |           |  |         |  |                    |  |                   |  |  |  |    |                 |    |                 |    |                 |    |                 |    |                 |
| Type of business or sector  | USA<br>Translation Services  |         |                 |                    |                 |                   |                 |         |                 |  |               |  |  |  |          |  |  |  |         |  |           |  |         |  |                    |  |                   |  |  |  |    |                 |    |                 |    |                 |    |                 |    |                 |
| <b>Education and training</b>   |  |         |                 |                    |                 |                   |                 |         |                 |  |               |  |  |  |          |  |  |  |         |  |           |  |         |  |                    |  |                   |  |  |  |    |                 |    |                 |    |                 |    |                 |    |                 |
| Dates   | 15 September 2000 - 15 June 2005   |         |                 |                    |                 |                   |                 |         |                 |  |               |  |  |  |          |  |  |  |         |  |           |  |         |  |                    |  |                   |  |  |  |    |                 |    |                 |    |                 |    |                 |    |                 |
| Title of qualification awarded  | B.A. Foreign Trade   |         |                 |                    |                 |                   |                 |         |                 |  |               |  |  |  |          |  |  |  |         |  |           |  |         |  |                    |  |                   |  |  |  |    |                 |    |                 |    |                 |    |                 |    |                 |
| Principal subjects / occupational skills covered  | Foreign Trade<br>Economics<br>stock market   |         |                 |                    |                 |                   |                 |         |                 |  |               |  |  |  |          |  |  |  |         |  |           |  |         |  |                    |  |                   |  |  |  |    |                 |    |                 |    |                 |    |                 |    |                 |
| Name and type of organization providing education and training  | Faculty of Commerce & Business Administration (Faculty of Commerce & Business Administration)<br>Helwan, 11795 Cairo (Egypt)   |         |                 |                    |                 |                   |                 |         |                 |  |               |  |  |  |          |  |  |  |         |  |           |  |         |  |                    |  |                   |  |  |  |    |                 |    |                 |    |                 |    |                 |    |                 |
| Level in national or international classification   | ISCED 6  |         |                 |                    |                 |                   |                 |         |                 |  |               |  |  |  |          |  |  |  |         |  |           |  |         |  |                    |  |                   |  |  |  |    |                 |    |                 |    |                 |    |                 |    |                 |
| <b>Personal skills and competences</b>  |  |         |                 |                    |                 |                   |                 |         |                 |  |               |  |  |  |          |  |  |  |         |  |           |  |         |  |                    |  |                   |  |  |  |    |                 |    |                 |    |                 |    |                 |    |                 |
| Mother tongue(s)  | Arabic   |         |                 |                    |                 |                   |                 |         |                 |  |               |  |  |  |          |  |  |  |         |  |           |  |         |  |                    |  |                   |  |  |  |    |                 |    |                 |    |                 |    |                 |    |                 |
| Other language(s)   | English  |         |                 |                    |                 |                   |                 |         |                 |  |               |  |  |  |          |  |  |  |         |  |           |  |         |  |                    |  |                   |  |  |  |    |                 |    |                 |    |                 |    |                 |    |                 |
| Self-assessment<br><i>European level (*)</i><br>English   | <table border="1"> <tr> <th colspan="4">Understanding</th> <th colspan="4">Speaking</th> <th colspan="2">Writing</th> </tr> <tr> <th colspan="2">Listening</th> <th colspan="2">Reading</th> <th colspan="2">Spoken interaction</th> <th colspan="2">Spoken production</th> <th colspan="2"></th> </tr> <tr> <td>C2</td> <td>Proficient user</td> <td>C2</td> <td>Proficient user</td> <td>C2</td> <td>Proficient user</td> <td>C2</td> <td>Proficient user</td> <td>C2</td> <td>Proficient user</td> </tr> </table> |         |                 |                    |                 |                   |                 |         |                 |  | Understanding |  |  |  | Speaking |  |  |  | Writing |  | Listening |  | Reading |  | Spoken interaction |  | Spoken production |  |  |  | C2 | Proficient user | C2 | Proficient user | C2 | Proficient user | C2 | Proficient user | C2 | Proficient user |
| Understanding   |  |         |                 | Speaking           |                 |                   |                 | Writing |                 |  |               |  |  |  |          |  |  |  |         |  |           |  |         |  |                    |  |                   |  |  |  |    |                 |    |                 |    |                 |    |                 |    |                 |
| Listening   |  | Reading |                 | Spoken interaction |                 | Spoken production |                 |         |                 |  |               |  |  |  |          |  |  |  |         |  |           |  |         |  |                    |  |                   |  |  |  |    |                 |    |                 |    |                 |    |                 |    |                 |
| C2  | Proficient user  | C2      | Proficient user | C2                 | Proficient user | C2                | Proficient user | C2      | Proficient user |  |               |  |  |  |          |  |  |  |         |  |           |  |         |  |                    |  |                   |  |  |  |    |                 |    |                 |    |                 |    |                 |    |                 |
| <b>Social skills and competences</b>  |  |         |                 |                    |                 |                   |                 |         |                 |  |               |  |  |  |          |  |  |  |         |  |           |  |         |  |                    |  |                   |  |  |  |    |                 |    |                 |    |                 |    |                 |    |                 |
| Team spirit;<br>- Good ability to adapt to multicultural environments, gained through my work experience;<br>- Good communication skills gained through my experience as E-marketing & Intl. Sales manager. |  |         |                 |                    |                 |                   |                 |         |                 |  |               |  |  |  |          |  |  |  |         |  |           |  |         |  |                    |  |                   |  |  |  |    |                 |    |                 |    |                 |    |                 |    |                 |

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|--|---|
| <b>Organizational skills and competences</b> | <ul style="list-style-type: none"><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>   |
| <b>Computer skills and competences</b>       | <ul style="list-style-type: none"><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-marketing letters for campaigns, using PS program, MS suite templates and other designing applications and resources.</li></ul> |
| <b>CAT Tools</b>                             | <ul style="list-style-type: none"><li>• SDL Trados Studio 2019</li><li>• Translation Workspace</li><li>• memoQ</li><li>• Memsource</li></ul> <p>Basically, I can learn to work with any CAT tool.</p>   |
| <b>Skills and Competences</b>                | Reading<br>Writing<br>Drawing<br>Web search   |
| <b>Books Translation</b>                     | <p>I co-translated the following titles:</p> <p>(Mission America _ قوة عظمى في مفترق الطرق (الولايات المتحدة في الألفية الثالثة..), the publisher (Arab Nile Group), 2013.</p> <p><i>Shigeo Shingo</i> book (fundamental principles of lean manufacturing - المبادئ الأساسية للتصنيع اللين)</p> <p>(Code of Practice for Project Management for construction and development - قواعد الممارسة لإدارة المشروعات لأغراض البناء والتطوير (Wiley-Blackwell)</p> <p>I assisted masters and PHD students translating and transcribing educational materials including books chapters, essays, studies and audio materials.</p>  |

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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](https://plus.google.com/+HebaSirry)

Skype:

heba.sirry.amer