



Marzouk Fouad

English/Arabic

Translator, Proofreader &
Interpreter

PERSONAL INFORMATION

Phone

(+2)0122-302-43-62

(+2)0155-106-24-60

E-mail

marzoukfouad@hotmail.com

marzoukfouad@gmail.com

Skype

Marzoukfouad80

Proz Profile

www.proz.com/profile/1466911

SOCIAL MEDIA

Facebook

facebook.com/marzouk.fouad

Twitter

twitter.com/marzoukfouad

Linkedin

<https://www.linkedin.com/in/marzouk-fouad-85a3141a/>

BRIEF BACKGROUND

- 10-Year Experience with TRANSLATION, REVIEWING and PROOFREADING
- 6-Year Experience with INTERPRETATION.
- BA, English Language Major, Linguistics, Translation and Education.
- Work on CAT Tools e.g. SDL Trados and MemoQ, and Online Platforms, e.g. Memsources.
- Translation domains include, without limitation, E-Commerce, Consultations, Body and Hair Products, Software, IT and Hardware, Automotives and Mechanics, Legal Contracts, Agreements and Certificates, Financials and Medical (General).

EDUCATION AND ACADEMIC COURSES

(1998 - 2002)



Bachelor of Arts (BA)

Tanta University

- BA, English Language Major, Linguistics, Translation and Education.

(2004-2005)



International Computer Driving License (ICDL)

Ministry of Communications and Information

- Passed the course for Computer, IT and Internet with A+ (excellent) Degree.

EMPLOYMENT AND EXPERIENCE

(2012 – 2016)



Translator, Interpreter and Coordinator (Full Time)

Japan International Cooperation Agency (JICA);

Sanyu Consultants Inc. (SCI) (Subcontractor)

- Serving as a Sr. Translator and Interpreter, for a group of Japanese experts, who are mainly specialized in the following branches:
Agriculture, Irrigation; Drainage; & Water Treatment
- Interpretation from English into Arabic and vice versa, with engineers, villagers, working staff, and other ordinary people.
- Translation of all relevant official/unofficial, external and internal documents, files, maps and charts, holding a lot of technical terminology.
- Holding Awareness Programs for farmers, villagers and landlords, together with their wives, children and relatives, to raise their cognizance of the major methods of preservation of water and improvement of cultivation. This involves interpreting from English into local Arabic and simplifying of technical terms, indicated by the experts.

- Co-ordination for the oncoming visits and meetings with senior high-ranking staff.
- On-field visits and previews of the sites of the pilot project.
- usage of technical and scientific devices and instruments as an additional aid to the working staff of experts.

(2012-Present)



Translator, Reviewer and Proofreader (Contracted)
London Legal Translation Est.
Based in the UAE

- Translation of texts, graphs, presentations and correspondences for a spectrum of well-established advisory firms and consultants, mainly in the UAE and the KSA.
- Translation of brochures, pamphlets and flyers for reputable events and exhibitions.
- Translation of official correspondences for a number of official authorities and entities.
- Translation of governmental websites.
- Translation of medical websites.
- Translation of Codes of Conduct.
- Translation of legal contracts and agreements.
- Translation and localization of manuals for reputable corporations worldwide, including IT, technical and high-profile products and appliances.
- Translation of personal and academic certificates.
- Proofreading miscellaneous types of texts, including lingual reviewing and editing.
- Handling many types of file formats, e.g. .doc, .xlsx and .ppt.

(2017-Present)



Translator (Contracted)
Amazon

- Serving as a contracted translator for a continuous spectrum of batches in the E-commerce domain.
- Translation of many types of products and equipment, including, without limitation, cosmetics, electric appliances, children's products, clothing and outfits.

(2016 -Present)



Translator, Reviewer and Proofreader (Contracted)
Arabiskaa
Based in Algeria and ARE

- Handling huge volumes of texts, graphs and presentations on different types of domains and specializations, including, without limitation, as follows:

- Articles for famous e-magazines, e.g. *Arabian Business*.
- Websites of well-established corporates and bodies.
- Brochures and pamphlets for a wide spectrum of products.
- IT and Cybersecurity reports.
- E-commerce websites.
- Manuals of multiple SW and HW products.
- Legal cases, contracts and agreements;
- Manuals of lots of products, gear and equipment.
- Various product descriptions, e.g. supplements and steroids.
- Official correspondences for a number of official corporations.
- Official documents, including birth/death certificates, IDs, academic certifications, CVs, and marriage certificates for different Arab nationals.
- Medical devices, equipment informed consents, reports, study cases.
- Serving as a reviewer and proofreader for a wide range of files.
- Supervising of other staff, with duties to instruct, review and proofread the generated output.

(2012-2017)



Translator, Reviewer and Proofreader (Contracted)
Localize Group

Based in ARE

- Serving as a translator for five years, providing translation services to the Company, if and when needed. Involved converting documents and articles from one language into another and ensuring that the finished converted textual documents relay the intended message as clearly as possible.
- Hired as a well-experienced freelance reviser, editor and proofreader for the Company in order to ensure high quality for the post-translated documents.

(2011-Present)

Freelance Translator
Self-Employed

- Serving as a Freelance Translator, whose duties have involved:
 - Researching legal & technical phraseology to ensure the correct translation is used.
 - Liaising with clients to discuss any unclear

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- points.
 - Providing guidance & feedback & creating customer-specific style guides.
 - Translation of documents/letters from Arabic to English & vice versa.
 - Reviewing and proofreading mother-tongue text.
 - Revising more junior translators' translations.
 - Conducting face-to-face interpreting.
 - 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.
 - Types of documents worked on:
 - CAT Tools Interfaces.
 - MS Word Documents.
 - MS Excel sheets.
 - PDF files.
 - HTML Pages.
 - Areas of expertise & most recognizable project-related work:
 - Mechanical & Automotive Areas;
 - Irrigation and Agrarian Areas;
 - Financial & Accounting Areas;
 - Technical and IT Areas;
 - Legal Areas;
 - Political Areas;
 - General Medical Areas;
 - Military Areas;
 - Advertising & Marketing Areas;
 - Manufacturing & Industrial Areas;
 - Marketing Areas;
 - Building Glossaries; and
 - Constructing Areas.
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(2000-2010)

ESL Teacher
Self-Employed

- Worked as a freelance ESL Teacher, giving English courses for adults, including, but not limited to, conversation, grammar, writing rules, essay writing, business and general English courses.
- Worked as a tutor for teaching for senior school students.
- Handled Curricula included:
 - TOEFL

- IELTS
- BERLITZ
- CAMBRIDGE
- GOVERNMENTAL CURRICULA

SKILLS AND PROFICIENCY

Arabic Language (Mother Tongue) (Expert Level)

- Reading, Writing, Speaking and Listening
- Revising, Editing and Proofreading of textual and visual documents, for highlighting, eliminating, amending and correcting mistakes as a post-translation step

English Language (Second Language) (Expert Level)

- Reading, Writing, Speaking and Listening
- Revising, Editing and Proofreading of textual and visual documents, for highlighting, eliminating, amending and correcting mistakes as a post-translation step

CAT TOOLS

- SDL Trados Studio.
- MemoQ
- Wordfast
- Online Platforms

QA Programs

- Xbench
- Error Spy
- CAT Tools Verification Controllers

Computer and IT

- The International Computer Driving License (ICDL)
- MS Office Programs
- Internet Skills & Online Work

INTERESTS

Literature

- Reading world literary works, especially Shakespeare's and Dicken's

Travel

- Exploring new hot spots
- Meeting and making good cultural talk with foreigners

Arts

- Calligraphy and Art of Writing
- Sketching and Drawing
- Poetry and Prose