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**Languages:** Arabic > English

### **PERSONAL PROFILE:**

I am a professional and proficient freelance translator, working from Arabic > English and specialising in legal and business translation. Having lived in the Middle East and the UK, I have attended both Arabic and English-speaking schools, and am bilingual, with mother tongue knowledge of both languages, as well as familiarity with numerous Arabic dialects.

### **RECENT EXPERIENCE & HIGHLIGHTS:**

- Translating court documents from across all Middle Eastern jurisdictions and at all levels of court action, including: initial pleadings, appeal memoranda, witness statements, court judgments, and expert reports.
  - **Highlight:** translating a Joint Expert's Report submitted for a high-profile case before the Commercial Court of the Queen's Bench Division, High Court, UK.
- Translating various types of commercial contracts; including construction and development projects, leases, loan agreements, and insurance policies, as well as, articles of association, company reports and a diverse range of other banking and finance documents, including Islamic (Sharia) finance.
  - **Highlight:** Clients include international and Middle Eastern law firms and multinational companies, such as:  
Allen & Overy LLP, Norton Rose Fulbright LLP, and Nakheel PJSC (Real Estate Development Company, UAE).
- Translating legal documents relating to social development, health, and human rights.
  - **Highlights:** Translating witness statements for the International Criminal Court, working on court documents for the Al-Jazeera journalists' case in Egypt, patient information sheets for global medical trials, and social development plans issued by the government of the Kingdom of Saudi Arabia.
- Translating Arabic legal academic textbooks.
- Translating Middle Eastern and international statutes.

### **SKILLS:**

- Through legal studies and work as a **UK qualified Paralegal** I have developed extensive knowledge of legal terminology relating to Commercial Law, Real Estate, Company Law, Litigation and Dispute Resolution.
- Strong communication and client care skills developed through a varied work experience, which involved tailoring a professional service to meet the individual needs of each client in legal and social welfare settings.
- Sound analytical and research skills furthered during my legal training, which required the ability to provide comprehensive solutions to client needs in clear and easily understood terms.
- Extensive awareness of Middle Eastern culture and religions garnered through travel experiences and university studies.

## **EDUCATION:**

2007 - 2008	<b>The College of Law, Chester, UK</b> Legal Practice Course	<b>DISTINCTION</b>
2006 - 2007	<b>The College of Law, Chester, UK</b> Graduate Diploma in Law	<b>COMMENDATION</b>
1999 - 2002	<b>The University of Manchester, UK</b> BA (Hons) Literary Studies and Languages (Arabic)	<b>FIRST</b>

## **EMPLOYMENT HISTORY:**

Jan 2014 – Present	<b>Freelance Translator</b> <ul style="list-style-type: none"><li>- Specialising in legal and commercial work.</li><li>- Familiar with documents relating to commercial contracts, leases, court documents and company law.</li><li>- Strong knowledge of media Arabic.</li></ul>
Oct 2013 – Nov 2013	<b>Shoosmiths LLP, Manchester, UK</b> <b>Position: Paralegal</b> <ul style="list-style-type: none"><li>- Assisted the Commercial Real Estate Team with reviewing legal documents, Land Registry Searches, completing SDLT and Land Registry applications.</li><li>- Required strong organisation skills and the ability to work on my own initiative in order to meet deadlines.</li></ul>
Nov 2012 – Nov 2012	<b>Addleshaw Goddard LLP, Manchester, UK</b> <b>Position: Paralegal</b> <ul style="list-style-type: none"><li>- Involved working on litigation, property, commercial and employment matters, assisting fee earners complete large projects to deadline.</li><li>- Duties included commercial research, proofreading documents, and managing client extranets.</li><li>- Required the ability to adapt quickly and prioritise an ever-changing workload.</li></ul>
Oct 2008 - Jan 2009	<b>Addleshaw Goddard LLP, Leeds, UK</b> <b>Position: Paralegal</b> <ul style="list-style-type: none"><li>- Involved assisting the Banking Team. Duties included file management, proofreading, drafting correspondence and legal research.</li><li>- This experience provided me with insight into the workings of a large commercial law firm and commercial terminology.</li></ul>
Aug 2004 - Mar 2005	<b>Nicholls Henstock &amp; Stevenson Solicitors, Hale, Cheshire, UK</b> <b>Position: Conveyancing Assistant</b> <ul style="list-style-type: none"><li>- Dealing with transactions from start to completion mainly in residential conveyancing matters.</li><li>- Involved running client files, drafting correspondence and legal documents.</li><li>- This role involved a high level of client contact and required strong communication skills when dealing with client and professional queries.</li></ul>

## **IT SKILLS:**

- SDL Trados 2019 & SDL MultiTerm.
- Microsoft Word, Excel, and PowerPoint.

## **REFEREES:**

Available upon request.