

Certified

Translation Freelancer

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WASSIM MESKI

English < > Arabic

- **Translation**
- **Transcription**
- **Editing**
- **Proofreading**

SUMMARY

A professional Arabic / English translator graduated from Damascus English Literature University - Damascus by 2004. Certified by the American Language Center (ALC). Skilled in technical, legal, and general translation. Also working in editing, proofreading, website content writing.

Positive, can-do spirit, proactive, result-driven, and resourceful. Able to work in a fast-paced environment and within limited time constraints. A keen watcher of history and current affairs, and a dedicated professional with many satisfied clients.

Previously, a sales manager in engineering and general commercial companies with over fifteen years' experience in correspondence and dealing with foreign companies and people. Many years of travel, work, and residence in a variety of cultural environments. English educated, native Arabic speaker with long work/life experiences in Syria & Lebanon.

LANGUAGE SERVICES OVERVIEW

Translation, Transcription, editing, and proofreading of technical documents, legal documents, educational material, human resources documents, Islamic text, surveys, flyers, certificates, transcripts, and other documents. Localization of software and web-based applications. Medical, religious, arts, and general media magazines.

HIGHLIGHTS OF TRANSLATION PROJECTS & CLIENTS

TECHNICAL TRANSLATION (English > Arabic):

-“STECA ELEKTRONIK GERMANY” technical manuals.

- “Wagner Solar” energy technology manuals & catalogue.
- “Luxor”, “BEA”, “HECKERT” electronic brands specs sheets.
- Mechanical and engineering educational handouts and academic coursework.
- Technical marketing literature and sales plans for many local manufacturers.
- Websites for an architectural engineering company “ PAA”, and others.
- Technical and sales literature for various lifts manufacturers (Madwar co.).
- Technical specs and marketing for “A. Lange & Söhne” Swiss watches.

HEALTH AND HUMAN SERVICES (English > Arabic):

- Editing and translation of a wide range of reports, forms, and guides.
- Helped write patients reports directed to international health associations.
- Translated and edited numerous medical trial documents for different clients.
- Translated and edited forms, surveys, letters, and other literature for several local health departments, medical insurance providers, major hospitals, and refugee rehabilitation organizations in different countries.

LEGAL TRANSLATION (Arabic < > English):

Translated and edited in both directions: depositions, complaints, petitions for contracts, international trademark infringement cases, and legal notices. Also translated into English hundreds of civil registry papers including birth and death certificates, identity papers, passports, and marriage certificates from different Arab states and municipalities.

EDUCATIONAL TRANSLATION (English < > Arabic):

- Translated examination and student material, and related presentations for the Educational Testing Services.
- Translated and edited school forms, guides, tests, and other literature for several boards of education.

BUSINESS (Arabic < > English):

- Marketing literature, contracts, web pages, brochures, and fliers.
- Worked for translation services offices in UAE (Obeid Translation co., Media Times Online FZ-LLC), and in Egypt (Lailaramadan co.), and for (Dcreative co.) in UK.

OTHER AREAS

- Translated articles and episodes about India cinema news website.
- Regularly translate Islamic texts and lectures.

- Translated posters and food menus for many brands and restaurants (Lavander bakery & pastry, Qutoof Dubai, ..etc).
- Translated so many website contents like; (JENAAN -The culture of agriculture), and many Swiss touristic websites (www.kronenhof.com, www.myswitzerland.com).
- Translated documenting papers about Sheikh Zayed life story and achievements in UAE.

EDUCATION

- ◆ **Bachelor's degree in English Literature & Human Arts, 2004, Damascus University, Syria.**
- ◆ International computer driving license (ADSL).
- ◆ Courses in Fast Write Typing- since 1999.

MEMBERSHIP AND CERTIFICATIONS

- ◆ ProZ.com moderator.
- ◆ Arab Freelancer Translators Network (A professional Facebook Group that offers training and technical feedback)
- ◆ Freelancer.com moderator.

TRANSLATION TOOLS & WORKING METHOD

- ◆ SDL TRADOS 2011- 2014.
- ◆ Windows 7, MS Office, Publisher, Adobe Acrobat.
- ◆ TOSHIBA Satellite portable PC.
- ◆ HP LaserJet printer.
- ◆ ADSL Internet connection.
- ◆ Operating system: Windows XP and after.
- ◆ Microsoft Office 2000 and after.

DAILY OUTPUT

2000 words at minimum.

RATE

Negotiable.