

RADWA MAHMOUD DARWISH

15 Salman El-Faresy st.,
Off Gamal Abdel Nasser Rd.,
El-Asafra Bahari,
El-Montazah district,
Alexandria, Egypt.
Phone No.: +2035493308
Cell. Phone No.: +201222522612
E-Mail: radwa_darwish@yahoo.com
radwa.darwish78@gmail.com



PERSONAL STATEMENT

I am a highly motivated bilingual translator, with sixteen-year experience at expert level. I am seeking to participate in major research projects where I can bring immediate value and strengths, and maintain a high profile profession, as a political science researcher, editor & translator. In addition, I am a Master's student, specializing in foreign policy & international relations.

KEY SKILLS

Language skills:

Bilingual Level:

- Arabic: Native Speaker, with strong competence of FusHa (Formal Arabic) and all Arabic grammatical rules.
- English: Excellent command of English. (Reading, Writing, Speaking & Listening).

Computer skills:

- Microsoft Office and Internet, in addition to typing & coordinating skills (MS Word & MS Excel).

Technical Skills:

- Professional, specialized and reliable translation, from Arabic into English and vice versa, proofreading, editing, and localization.
- Translation capacity: 1000-2000 words per working day.
- Applied language skills such as grammar, syntax, semantics, style and specialized terminology.
- Critical thinking and ability to impartially critique and review books, op-ed articles, and texts related to the political arena.
- Reliable, meticulous, and able to work under pressure. As a fast learner, I am willing to learn new skills and acquire more knowledge in various arenas.
- Fast and accurate typing, in addition to excellent internet navigational skills, and experience in data entry as I was responsible for the website of the Arab

- Federation of Chambers of Shipping (www.arabfcs.org).
- Good communication skills.
- Bilingual writing skills (Arabic & English).

EDUCATION & TRAINING COURSES

Sep. 2016-to-date Faculty of Economic Studies & Political Science, Department of Political Science, University of Alexandria, Egypt.

- Enrolled in the MS program, specializing in foreign policy & international relations.

August 2016 American-Mideast Educational & Training Services, Inc., Alexandria, Egypt.

- Acquired a TOEFL ITP, to be submitted to University of Alexandria, to be eligible to join the MS program.
(Total Score: 630).

2014-2016 Faculty of Economic Studies & Political Science, Department of Political Science, University of Alexandria, Egypt.

- A two-year graduate diploma in political science.
Grade: very good. (GPA: 3.4).

2012-2014 Faculty of Commerce, Department of Political Science, University of Alexandria, Egypt.

- A Graduate diploma in political studies.

During the graduate diploma, I have studied Political Regimes, Political Ideologies, International Policies, Political Foreign Relations, Political Thinking, among others.

Grade: very good (GPA: 3.46).

Jan.-April 2002 Berlitz Language Center, Alexandria, Egypt.

- BBSA Scholarship (Basic Business Skills Acquisition).

A four-month course that included: Computer skills, Business English skills, Presentation skills, leadership skills, CV writing skills, and interview skills.

1996-2001 University of Alexandria, Egypt.

- Bachelor degree in Linguistics & Translation, English Department, Faculty of Arts.

A crucial part of my studies was related to translation of news reports, political, social, psychological, historical, legal, and literary texts (Arabic into English & reverse). In addition, I have studied grammar, syntax, linguistics, comparative linguistics, Morphology, Semantics, English Literature, among

others.

2000 Faculty of Commerce Computer Center,
University of Alexandria, Egypt.

- A two-month course that included: Microsoft Windows, MS Word, MS Excel and Internet.

1998-2001 International British Institute (IBI),
Alexandria, Egypt.

- Extensive courses in professional and specialized translation of all types of texts.

During that course, as a trainee, I have translated a number of technical texts related to Political Science, Sociology, Humanities, Psychology, Economy, Education & Pedagogy, News Reports and Official documents.

(Arabic into English & reverse).

- A three-month course in phonetics, specializing in proper English pronunciation.

1984-1996 El-Manar Language School for Girls,
Alexandria, Egypt.

- Secondary School Certificate (where all subjects were instructed in English).

EXPERIENCE

1999-To-date

Freelance Accredited Translator & Proofreader

- Accredited, as an active member, by the Egyptian Translators Association (www.egyta.com), since 2009.
- Meeting rigid deadlines, as set by clients, and conforming to formatting and style guidelines.
 - Maintaining strict confidentiality concerning clients and translated materials.

Fields of Experience:

Political Science, Sociology, Economy, Business, Management, Finance, Anthropology, Humanities, Religions, Theology, Psychology, Research Methodology, Philosophy, History, Naval Architecture, Geology, Education & Pedagogy, Official documents, Visa & immigration petitions & applications, among others.

May 2018-to-date CYLKA Corporate Social Responsibility
LLC, Sharjah, UAE.

As a freelance translator, my tasks include developing editorial content in Arabic/English, and translation from Arabic into English, in addition to conceptualizing and content development.

2011-to-date Self-Employed.

English Tutor

- Teaching English as a second language to all school graders via private lessons, in addition to English courses for adults.
- Drafting personalized lesson plans.
- Planning, preparing and delivering lessons to various age groups.
- Preparing and setting tests, assignments and examination papers.
- Providing appropriate feedback on written assignments.
- Improving grades and helping develop a passion for English grammar and writing.

2010- 2013 ElAlamia for Certified Translation, Alexandria, Egypt.

2004-2008 International Computer & Translation Office, Alexandria, Egypt.

2001-2008 The Arab Academy Center for Translation, Alexandria, Egypt.

- Translation and proofreading of PhD and master's dissertations, research papers, undergraduate and graduate textbooks, op-ed articles, among others.
- Proofreading and editing of final translated materials for accuracy of lexical meaning, grammar, and syntax.
- Translation of official documents and certificates to be accredited.
- Translating official documents for purposes of applying to USCIS for immigration status and for UK visas and immigration, in addition to asylum petitions & applications.

2004 – 2006 **Senior Translator & Executive Administrative Assistant.**

The Arab Federation of Chambers of Shipping, Alexandria, Egypt.

- Carrying out specialized written translation. Translation materials included: Bills of lading, Shipping documents, various correspondences, reports, and memos.
- Data Entry (Responsible for the website of the Arab Federation of Chambers of Shipping: www.arabfcs.org)

and translating the website content from Arabic into English and vice versa).

- General secretarial work, including drafting and typing correspondences, and equipment inventory & storage).

PUBLISHED PROJECT(S):

I have assisted in the following projects, which can be found on the links provided herein:

- As a translator, I have assisted in a study, titled, “Dialogue Processes after the 2011 Arab Uprisings”, which was published by Cordoba Foundation of Geneva, in May 2016. The study is available on:

[HTTP://WWW.CORDOUE.CH/PUBLICATIONS-MEGA/RESEARCH-PAPERS/523-DIALOGUE-PROCESSES-AFTER-THE-2011-ARAB-UPRISINGS](http://www.cordoue.ch/publications-mega/research-papers/523-dialogue-processes-after-the-2011-arab-uprisings)

- As a research assistant and translator, I have assisted in a chapter, titled, “Student Political Activism in Democratizing Egypt”, in “Egypt and the Contradictions of Liberalism: Illiberal Intelligentsia and the Future of Egyptian Democracy”, a book published in English by OneWorld Publications, on January 17th, 2017.

The mentioned chapter is available on:

[HTTP://WWW.ABDEFATTAHMADY.NET/INDEX.PHP/RESEARCH/PUBLISHED-WORK/591-STUDENT-POLITICAL-ACTIVISM-IN-DEMOCRATIZING-EGYPT.HTML](http://www.abdefattahmady.net/index.php/research/published-work/591-student-political-activism-in-democratizing-egypt.html)

WORKING PAPER(S):

Currently, I am working on my thesis that tackles the Israeli foreign policy decision making process during the period, from 2009 to 2018.

PERSONAL INTERESTS & VOLUNTEERISM

Reading, and running.

I have volunteered as a reading partner for the blind and partially sighted in Al-Resala Charity Organization, Alexandria Branch, Egypt (<http://www.resala.org>).

PERSONAL INFORMATION

Place & Date of Birth: Alexandria, Egypt.
December 2nd, 1978.

Marital Status: Single.