

SUBHI NAHAS

English to Arabic and Arabic to English
(415) 240-5646

San Francisco, CA

snn@outlook.com

SKILL SUMMARY

- 5+ years of localization and translation management experience
- 4+ years of translation and interpretation experience
- 3+ years of system administration experience
- 2 years of project management experience, including end-to-end project life cycle
- Native language is Arabic, and Fluent in English

Computer and Translation Proficiencies

- Microsoft Office Suite
- CAT Tools: TRADOS, Passolo
- Documentation i.e. Online/Offline Help
- Adobe InDesign
- Google Apps/Analytics
- Marketing Materials and UI's
- HTML, XML content
- Subject Matter Experience in Translation:
 - Nonprofit (WASH, Health, FSL, MEAL, etc.)
 - Legal
 - Financial
 - Technical and Technology
 - Enterprise
 - General/Everyday language
- Able to Learn New Programs Rapidly

PROFESSIONAL EXPERIENCE

System Admin/Translator

ORAM International (U.S.-based)

July 2014- Present

- Translate organization's materials and interpret for clients as needed
- Implement large scale projects such as:
 - Supervising the translation process of a five-language publication through the full project cycle, in addition to editing content and designing cover/layout
- Assist CEO with all daily operations of newly reopened San Francisco office including securing office space, communications, purchasing office materials, managing petty cash, and preparing reports
- Create, develop, and localize web content for organization's online presence, maintaining a consistent look and feel throughout all web properties
- Supervise volunteers and interns

Senior Translator

Save the Children (Turkey – headquarters in UK)

July 2013– Jun 2015

- Managed translation and localization departments for the Middle East and Northern Asia
- Localized software which was used to successfully collect data, supervise projects and monitor progress to ensure proper delivery and outcomes
- Created and monitored project budgets, performed cost tracking and issued client invoices
- Translated 1000+ templates, 50+ campaigns and products between English and Arabic including HR policies, forms, program applications and reports
- Developed, implemented and completed multiple projects, completing the entire life cycle
- Interpreted at 20+ events for partners, working groups, UN coordinators, and trainers
- Created organizational policies such as translation and localization policies to manage workflow and standardize translation requests, ensuring quality deliverables within specified timeframe
- Recruited translators and outside contractors as needed

VOLUNTEER WORK

Board Member

AsylumConnect

Sept 2015- Present

Editor and Translator

Barra Magazine, Dar Alynabee, Dar Al-noor

Apr 2010- Feb 2012

English Teacher

Walid Ballani High School

May 2010- Mar 2011

EDUCATION

Bachelor's Degree, English Translation

Albaath University

Feb 2008- 2012

Information Technology

Al Itihad University

Feb 2006- 2008

Subject areas included: Visual Basic, Logarithms, Theoretical Physics