

Nancy Muhammed

Translator

PERSONAL SUMMARY

A multi-skilled, reliable & talented translator with a proven ability to translate written documents from a source language to a target language. A quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds. Well mannered, articulate & fully aware of diversity & multicultural issues. Flexible in the ability to adapt to challenges when they arise & at the same time remaining aware of professional roles & boundaries.

Would like to work as a translator for a successful and ambitious company that offers great opportunities for career development and progression.

AREAS OF EXPERTISE

Translating legal (contracts), general (Education) & literary documents in addition to proofreading English and Arabic translations.

PERSONAL SKILLS

Detail orientated

Well organized

Friendly

Culture oriented

PERSONAL DETAILS

Nancy Muhammed

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WORK EXPERIENCE

Working freelance for 10 years in the literary and general fields. In addition to 3 years of experience in legal (contracts) field, providing a translation service to clients where needed. Involved converting documents and articles from one language into another and ensuring that the finished converted articles relay the intended message as clearly as possible.

DUTIES:

- * Liaising with clients to discuss any unclear points.

- * Providing guidance & feedback & creating customer -specific style guides. Translation of documents/letters from a foreign language to English & vice versa. Reviewing and proofreading mother -tongue text.
- * Revising more junior translators' translations.
- * 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.

Rates:

Arabic to English - Standard rate: 50 LE per 250 words or equivalent in USD

English to Arabic - Standard rate: 50 LE per 250 words or equivalent in USD

KEY SKILLS AND COMPETENCIES

- * Familiar with translation software tools.
- * Excellent communication and social skills. Able to work to tight deadlines.
- * Highly skilled in Word 2013, mild knowledge of Excel & PowerPoint.
- * Willing to travel and able to work under pressure.
- * Able to prioritize work.

ACADEMIC QUALIFICATIONS

English Literature licentiate

Alexandria University 2001-2005

REFERENCES – Available on request.