

DIYA TAKROURI

Linguist & Translator

(Arabic↔English)

✉ diya.takrouri@gmail.com

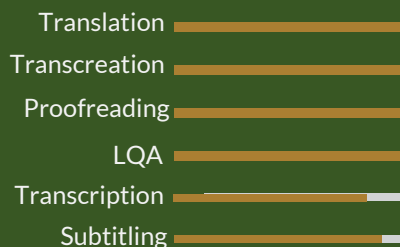
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ABOUT

Native-Arabic speaking linguist having an innate passion for excellence with an established talent for tailoring (Arabic↔English) target language texts reflecting, a flawless, faithful and accurate approximation to the spirit, style, tone, nuance, and verbatim of the source. Equally performing other language-related services, including, proofreading, transcription, subtitling, localization, annotation, as well as other linguistic consultation tasks. A passion, anchored by triple specialized and advanced academic majors, developed enriched, and refined over 27 years into competent expertise.

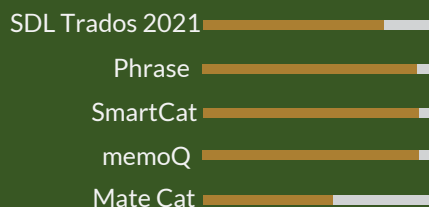
Established background in a wide range of linguistic specialties, including, business, marketing, political, legal, petroleum, educational, humanitarian development, technical, and creative writing genres.

PROFESSIONAL SKILLS



SOFTWARE SKILLS

CAT TOOLS



MS Office



EXPERIENCE

Freelance Linguist and Translator/ 2000 - Present
Gulf, Syria, and Turkey based

- Performing a wide range of language-related services for various international, regional and local business, research centers, and humanitarian development organizations, including the UN and affiliated bodies.
- Translating hundreds of:
 - Scientific researches, reports, specialized magazine articles, and web content.
 - Official legal texts; such as laws, decrees, and transcripts of court proceedings
 - Corporate literature; like EPCs, partnership, sponsorship, employment, and sales contracts, auditing and financial reports, in-laws, policies, guidelines, datasheets...etc.
 - Academic literature; like thesis and dissertations, essays and studies.
- Proofreading, post-editing, and revising a wide range of linguistic deliverables in different forms, resolving conflicts related to the meanings, terminology, use of technical terms, and concepts; ensuring that the targets retain the accuracy and touch of the source, and remain consistent throughout the materials under revisions.
- Leverage localization, annotation, transcription, and subtitling services, in addition to other linguistic consulting services such as accommodating written Arabic and English translation materials to specific targeted audience cognitive levels, and fine-tuning English language technical documents to Arabic language and culture.

Clients:

- Centific, (formerly PacteraEdge), US
- E2f, US
- EthoLink, Australia
- Mission Translate, UK
- RWS (US)
- Steps Translation, US
- Translayte, UK
- Among various local, Gulf-based, and regional LSPs
- EC Innovations
- Eccellente Services
- GTE
- Magnon Sancus
- Smart Translation, US
- Strategic Agenda, UK

Assistance Coordination Unit (ACU) / 2017 - 2019
Turkey - Gaziantep
Translator

- Translated, proofread, and post-edited thematic, situational, need assessment, development, dynamo, flash, and newsletter reports.
- Closely checking pertinent questionnaires' overall coherence and consistency, in addition to other humanitarian-related deliverables concerning the Syrian crises, produced by the ACU's Information Management Unit (IMU) and third parties.

Sinopec Int'l Petroleum Co. (SIPC) / 2008 -
2015 Chief Translator

- Supervised a team of three translators, proofread, and ensured accurate and correct renderings generated by the team members; improving the overall output in terms of volume and timely delivery, besides ensuring and sustaining error-free yields.
- Selected to lend a hand in copy editing the company's monthly newsletter, fact-checking, cultural consistency, fine-tuning, and proofreading.

Skills continued

Graphic Tools

Photoshop 

Illustrator 

InDesign 

Web Tools

Dreamweaver 

HTML Editor 

Video Editing

Adobe Premiere Pro 

Subtitling & Transcription Tools

Mate Sub 

SubtitleEdit 

Express Scribe 

AWARDS

Sworn-in Translator from UAE Ministry of Justice, Abu Dhabi 1998.

Awarded a certificate for proofreading the NRC's "Child Survivor Initiative" 2018.

Certificate to have been one of the top list and premier contributing translators in rendering and proofreading the Arabic version of the 2015th edition of the Camp Management Toolkit "CCCM".

CONTACT



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EXPERIENCE continued

Key Achievements

- ❖ Originated unique drive by introducing a first-of-its-kind Arabic-English intranet specialized petroleum glossary, for easy access by the company staff; saving time for searching, answering queries, and using accurate terminology vis-à-vis industry Arabic-English equivalent words.
- ❖ Envisioned and spearheaded the development of a novel, large-scale, and nationwide project to have certain API's (American Petroleum Institute) Standards (3700 pages) be translated into Arabic, saving the company as well as other resident OPCOs the hassles and cost of resorting to specialized external sources.

▶ Abu Dhabi Customs Dept., UAE / 1994-2004
First Translator

- Maintained proactive involvement in the translation, post-editing, and proofreading of the department's bilingual communications, advertisements, and publications, including manuals, Web content, informational brochures, and instructional training guidebooks for the customs officers.
- Doing interpretation and simultaneous translation during seminars hosted by the Customs Dept. and during meetings held by the management team with foreign visitors.

Key Achievements

- ❖ Completed translation, post-editing, and desktop publishing of over 500 pages "Study on Re-organization of Abu Dhabi Customs Department Setup"; seconded to work hand in hand for over 9 months with experts from UAE's KPMG.
- ❖ Accomplished the rendering of the maiden version of the "UAE Customs Tariffs Schedule", and desktop edited its bi-lingual edition.
- ❖ Scheduled assignments for external outsourced translation of the GATT Agreements (1500 pages), proofread, post-edited, and provided guidance to improve exact approximation and terminology usage as well as the flow of its Arabic version readability.
- ❖ Translated and desktop edited three course books of 900 pages on "Customs Inspection Methodology & Techniques", in close coordination with the lecturing officers from the US Customs Service. A record time accomplishment (just three months only), the delivery of which incorporated deployment of my study background in linguistics to help coin special Arabic terms in the industry for easy understanding by the customs officers.

▶ Modern Azal Haddah Schools 1989 - 1994

Sana's - Yemen

Teacher of English as a Second Language

▶ Teachers' Training Institute 1986 - 1989

Damascus - Syria

English Language Instructor

EDUCATION

📖 Pre-Master in Translation & Arabization
University of Damascus
Syria 1986 - 1987

📖 Pre-Master in English Linguistics
University of Damascus
Syria 1985 - 1986

📖 B.A. in English Language and Literature
University of Damascus
Syria 1981 - 1985