

## Experience

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### TRANSLATION

#### Senior Lead Editor (Home-based Full Time)

11/2019 to Present

#### Quill Content, United Kingdom

- Supervising the whole process including translation, revision, proofreading and editing
- Managing a team of content writers, translators and editors
- Edit translated texts for clarity, grammar, and to match style guide provided by our clients.
- Quality assurance of marketing content for clients
- Identify opportunities to creatively vary regular practices around formats, headlines, and other elements to improve variety, readability, and interest.
- Testing and selecting new candidates

#### Main Projects/Clients

- Fashion
- Louis Vuitton
- Next
- Telecom
- STC
- Travel
- Intercontinental
- Mariotte

#### Senior Translator at The Localize.com – Dubai

01/2019 – to present

- Translation/proofreading in the fields of marketing, fashion, beauty products, cosmetics, for the following clients:
  - Fendi
  - Tory Burch
  - Armani
  - L'oreal
  - Kiehl's
  - Kérastase
  - Nivea
  - La Roche Posay Laboratoire Dermatologique

#### Senior Writer and Editor (Home-based Full Time)

07/2017 – 05/2019

#### CARMA Global, Egypt

- Monitoring news and social media posts for client companies
- Translating news items from English into Arabic and vice versa
- Producing media summaries and reports
- Analyzing trends of news and social media posts and comment
- Producing reports on clients' images on news platforms and social media

## **Main Projects/Clients**

- General Motors
- Dell
- Ford
- Nissan
- MoFAIC
- McKinsey
- Unicredit

## **Freelance Clients/ Projects**

1999 to Present

### **International Committee of the Red Cross (ICRC), Cairo Delegation**

- Translation of the International Review of the Red Cross (IRRC) articles
- Translation of Commentaries on Geneva Conventions and their Additional Protocols

### **United Nations Children's Fund (UNICEF), Cairo Office**

- Draft Guidelines for Implementing a Rehabilitation Project for Children in Contact with the Law
- Children First Forensic Interview Protocol
- Survey on the Status of Children's Justice in Africa
- Child Justice Practices in Cairo, Alexandria, Assiut and Sharqia (2016–2017)
- Proposal for Consulting Services

### **United Nations Development Program (UNDP), Cairo Office**

- The profile of Arab Development Center for Researches and Training – Tanmia
- Implementation Status of Upper Egypt Local Development Program (Sohag and Qena Governorates)

### **UNDP Financial Sustainability Project, Ministry of Environment**

- Guidelines for tourism partnerships and concessions for protected areas
- Generating sustainable revenues for conservation and development
- Egypt's Protected Areas Self-Financing Project document

### **League of Arab States**

- Arab Strategy for Disaster Risk Reduction 2030 Action plan 2018 - 2020

### **Arab West Report (Center of Intercultural Dialogue and Translation)**

- Media Monitoring and Translation of Arabic articles into English.

### **ZAD Translation, Jordan (Senior Translator)**

- Telerwork Full Project, KSA Ministry of Labor (1- year project)
- Al Ekhbariya Channel Launch Strategy, KSA Ministry of Culture and Information
- Foreign Service Ambassador Appointment and Assessment, KSA Ministry of Civil Services
- Bank Albilad, Whistle-blower Policy
- Structured on the Job Training (S-OJT), UAE Human Resources Development Fund
- MOL\_ Saudi Youth Service Program (1- year project)

### **Targemli, UAE & Egypt (Senior Translator)**

- Quality Assurance Guide for Record Databases of the Dubai Statistics Center
- Emirates Government Services Excellence Program
- Accelerated Cost Efficiency Extraction, KSA Ministry of Economy and Planning
- Contract of Design and Management of White Lands Fees, KSA Ministry of Housing
- Health Survey, Dubai Statistics Center
- Rigor, Relevance and Relationships for Teaching and Learning, International Center for Leadership Education, USA
- Dubai Disability Strategy, Executive Council of the Government of Dubai
- UAE Science, Technology and Innovation Policy (STI)

- Regulatory Guidelines on Communications Tower Sharing in Iraq
- Consumer Protection Rights, Guide to UAE Consumers, Ministry of Economy
- Leadership Development and Succession Planning Project, King Abdullah University Hospital
- Empowering Mobile App Innovation & Entrepreneurship Initiative, Google and MCIT
- MIT Enterprise Forum website content
- Public-Private Partnership Guide, Government of Dubai (102 pages)
- Management Consulting Services and Program Management Office for GFMS Program Management, Qatar
- Executive Regulations of the Private Health Institutions, KSA Ministry of Finance
- Strategy of the Marketing an Institutional Communication Department, Dubai Chamber of Trade and Industry
- Summary of Proposed Organizational Structures, KSA Ministry of Foreign Affairs
- Dubai Financial Market (DFM) Annual Report
- VAT program introduction, General Authority of Zakat and Tax (GAZT)

### **Oliver Wyman USA**

- Delivery of the KSA-US Partnership for the 21st Century
- Strategic Assessment Project, Presentation for the Deputy Crown Prince, KSA Royal Court
- Strategic Assessment Project Benchmarking Report, KSA Royal Court
- Implications of a Shifting Paradigm on Oil Markets
- Bidding Contract for the Delivery of Consulting Services, Saudi Property Development Fund

### **Boston Consulting Group (BCG)**

- Development of a five-year Strategy, King Salman Humanitarian Aid and Relief Centre
- Knowledge City Egypt Strategy Project - Strategic plan full package
- National Transformation Program (NTP), KSA (1-year project)
- KSA Ministry of Labour Service Delivery, Operating Model
- Feasibility Study for Al Akaria Construction and Facility Management Companies
- Strategy Review, Ministry of Culture and Public Communication

### **Peppers & Rogers Group**

- Labor Supervision Department Capabilities Uplift, KSA Ministry of Labor

### **PricewaterhouseCoopers**

- Qatar Development Fund (QDF) Strategy Development

### **PA Consulting Group**

- Decision Support Project (Phase I), Ministry of Interior, Qatar

### **KPMG International**

- Future State 2030: The Global Megatrends Shaping Governments
- Proposal for Developing a Framework and Implementation plan for Enforced Price Transparency – Ministry of Economy and Planning (MEP)

### **Press Releases**

#### **Achievements for Main Clients**

- ASUS
- Alcatel
- Samsung
- Dubai Statistics Center
- Forex
- PRNewswire
- ProQuest Workflow Solutions News
- Abdulateef Jameel
- Royal Brunei Airlines
- MEED
- DINEEQUITY INC.

## **EY Advisory Service**

- Voice of The Citizen, UAE
- Customer Segmentation, UAE

## **All Locatrans, Egypt, KSA & UAE (Senior Translator)**

- Nottinghamshire Healthcare (NHS), Speech and Language Therapy Strategy
- Coordination Agreement (Alexandria Naval Base & Egyptian Natural Gas Holding Company)

## **Qtrans Language Solutions (Project Manager)**

- Managing and supervising a team of ten translators.
- Translation, revision, proofreading and coordination.
- Managing major accounts and clients

## **Arabic Cartoon Network (Senior Translator)**

- BenTen series

## **RITCOM Management Consulting Group**

- Lean Six Sigma (An Overview)
  - The need for Lean Six Sigma
  - The overall Lean Six Sigma methodology
  - LSS principles and tools
  - LSS deployment using the DMAIC roadmap
- **LEAN SIX SIGMA – DEFINE PHASE**
  - Create a Project Charter
  - Create SIPOC
  - Assemble a Project Team
  - Identify Customers and their Critical To Quality (CTQ) Needs
  - Identify Key Process Metrics High Level Process Flow Identify & Validate SOP's
- **LEAN SIX SIGMA – MEASURE PHASE**
  - Six Sigma Thinking
  - Process Variation
  - Basic Inferential Statistics
  - Six Sigma as a Metric
  - Common Cause & Special Cause Variation
- **LEAN SIX SIGMA – Value Stream Mapping**
  - Current State process mapping techniques
  - Future State process mapping techniques
  - Value Analysis
  - Waste Analysis
  - Flow Analysis
  - Development of Implementation Plans to enable the Future State.

## **TEACHING**

### **Instructor of English Berlitz Egypt**

2012 to present

- Teaching advanced TESL courses
- TESL program management
- Preparing and developing teaching materials and aids
- Teaching specialized English courses
- Preparing and administering placement tests
- Conducting interviews with applicants
- Selecting and assigning instructors to different courses

## **Teacher Assistant**

2009 to 2012

### **British Council in Egypt**

- Preparing teaching materials, exhibits, equipment, and demonstrations
- Tutoring and assisting children with assignments individually or in small groups
- Distributing materials such as textbooks, workbooks, paper, and pencils to students
- Enforcing administration policies and rules for students
- Grading assignments and tests
- Guiding and supervising students on the proper use of equipment and devices
- Keeping a record of students' performance
- File management of students' documents, assessment sheets and assignments
- Preparing lesson outlines and plans in assigned subject areas
- Taking attendance and maintaining absence records

## **Arabic Teacher**

2004 to 2008

### **Sun Rise International School, Jeddah, KSA**

- Teaching Arabic to Native English Speakers

## **Editor**

1999 to 2002

### **Longman Publishing Company**

- Editing and reviewing texts before final publication.
- Selecting and assigning translators for translation of foreign publications.
- Selecting and assigning designers

## **Education**

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Bachelor of Arts in English Language and Literature, Ain Shams University, 1999

## **CAT Tools**

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- SDL Trados
- MemoQ

## **Personal Data**

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- Date and Place of Birth: March 19, 1978, Cairo, Egypt
- Nationality: Egyptian