

Yosra Said Zaki

Translator and Business Writer

An experienced Arabic-English-Arabic translator, who is looking for a home-based /part time job.

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📍 King Faisal street, Cairo, Egypt

WORK EXPERIENCE

Contracts drafter and translator

Open Chance & Associates Law Firm

2008 – 2013

Achievements/Tasks

- Translating different types of contracts and other legal documents from Arabic to English and vice versa.

Freelancer translator and business writer

Itqan translation office, Chance translation office and MostaqL.com

Achievements/Tasks

- Translating marketing articles, materials, and various legal documents.
- Writing business correspondences for my clients, including emails, proposals and PP presentations.

PERSONAL PROJECTS

Project Name

EDUCATION

Professional writing

Saylor Online Academy

02/2020 – Present

Masters in International Business Law

Cairo University, l'Institut de Droit des Affaires Internationales

2011 – 2013

B.A in law

Cairo university, Faculty of law (English section)

2003 – 2007

SKILLS

CAT Tools: SDL Trados 2019

Ms Word 2016

Ms Power Point 2016

ACHIEVEMENTS

PhD thesis "Fines in the Civil Defense order of KSA" (08/2019 – 11/2019)

Translation of PhD thesis of about 60000 words, from Arabic to English, which got five stars rating at mostaqL.com

COURSES & TRAINING

Self-training

- Daily self-training on translation with a target ranging from 250 words till 1000 words

French Courses at l'Institut français d'Egypte (09/2009 – 10/2009)

French language course: from level 4 to level 6.

Basic Business Skills Acquisition sponsored by Future Generation Foundation (01/2008 – 04/2008)

• English courses (from level 3 to level 6), • Microsoft office, • Presentation and project development skills, • Basic Business skills include marketing, sales, Business Correspondence and report writing.

Contracts' drafting in English (Legal Studies Center) (02/2007 – 02/2007)

- Learning the main parts of contracts, main types, and being familiar with the English legal language.

LANGUAGES

Arabic

Native or Bilingual Proficiency

English

Native or Bilingual Proficiency

French

Limited Working Proficiency

INTERESTS

Foreign languages

Professional and business writing

Islamic studies

Politics

Digital Marketing

Arabic and English Literature