



MONA ELSHAFFEY

EN<>AR SME MEDICAL TRANSLATOR/REVIEWER, LEGAL AND GENERAL FREELANCE

EXECUTIVE SUMMARY

I'm a Medical, Legal and General Translator/ Reviewer Freelance, working for many reputable agencies all around the world for more than 8 years, providing my services when needed within time and high quality.

EDUCATION AND WORK EXPERIENCE

- Graduated from **Faculty of Science**, 2006
Branch: Chemistry/Zoology
Alexandria University.
- **M.Sc Environmental Biological Sciences**
(In progress) from Institute of Graduate
Studies and Research.
- Working as a **Technical Supervisor** in the
Biological Lab within the Central Lab for
Development and Research in Alexandria
Water Company (AWCO) from 2008 till
present.
- Working as A **Translator and Interpreter**
at **Jernas IT Solution** from 2010 till 2012 in
AbuDhabi, UAE.

CONTACT INFORMATION

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Hamammat, Alexandria, Egypt

Medical and Life Sciences (Working as a Medical Translator/Reviewer at Ibn Sina Training Academy from Jan19 till present and with many Agents from 2012 till now.

Translation of:

- Academic and Scientific Researches and papers.
- Pharmaceuticals pamphlets.
- Medical Reports
- Informed Consents
- X-rays
- Dentistry
- Medical and Scientific Articles
- Medical Examination reports
- Medical Reports related to Legal issues

Legal (from 2012 till now)

Translation of:

- Legal Documents such as (IDs, Passports, Tax Cards, Driving Licenses, Death and birth certificates, Wedding and Divorce certificates).
- Legal Court Documents by all its types and within different Countries that have different Structures of Jurisdiction.

General (from 2012 till now)

Translation of:

- Financial, IT, Technical, Advertising, Forex, Commercial, Learning, etc.

Skills

Working with High Quality and Proficiency

- Translation of 2500 words/day
- Reviewing of 5000 words/day
- TEP
- Forward and Back Translation
- Proofreading
- Using Online Clouds like XTM, Memsource and memoQservice
- CAT tools: SDL Trados Studio 2019, memoQ9.0, Wordfast and QA Systems like Xbench.

METHODS OF PAYMENT:

- 1- PayPal: monaelshafey2112@gmail.com
- 2- Payoneer: monaelshafey2112@gmail.com
- 3- Via Vodafone Cash (Inside Egypt): 01091926645
- 4- Bank Transfer: Bank Account no.: 02303090009132,
Swift Code: BCAIEGXXXX
- 5- Western Union (Available)
- 6- Cash Express (Available)