Mina Francis

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Summary

Work Experience:
I am a TAUS certified Post editor and Quality manager With +7 years of experience in the field of translation and a deep understanding of Arabic language and culture, I am confident in my ability to deliver accurate and high-quality translations. Whether you require translation services for documents, websites, marketing materials, or any other type of content, I am dedicated to providing you with reliable and culturally appropriate translations.

Here are some key reasons why you should consider working with me:

Native Arabic Speaker and Language Expertise: Arabic is my mother tongue, and I have a strong command of both Modern Standard Arabic and various dialects. I am well-versed in the nuances of the language, ensuring that your content is translated accurately and effectively.

Extensive Professional Experience: I have worked on a wide range of translation projects across various industries, including Christian, marketing, IT, technical, and more. This diverse experience has equipped me with the necessary skills to handle complex terminology and deliver tailored translations that meet your specific requirements.

Quality and Attention to Detail: I take great pride in delivering translations that are not only linguistically accurate but also convey the intended message with precision. I am meticulous in my work, conducting thorough research and proofreading to ensure the highest level of quality.

Timely Delivery: I understand the importance of meeting deadlines, and I am committed to delivering your translations promptly without compromising on quality. You can rely on me to provide efficient and timely services, even for large-scale projects.

Confidentiality and Professionalism: I adhere to strict confidentiality guidelines and treat all client information with the utmost respect. You can trust that your documents will remain secure and confidential throughout the translation process.

I offer a range of services, including:
- Translation from English to Arabic;
- Editing and proofreading of Arabic texts
- Localization of websites, software, and applications;
- Transcreation and adaptation of marketing materials;
- MTPE & LQA services.

With over six years of experience in **CAT tools** such as *SDL Trados, MemoQ server, SmartCat, XTM, WordFast, WordBee, Memsource, MateCat*, and more, I have honed my expertise in the field of translation and localization. These tools have been instrumental in enhancing my productivity and efficiency, allowing me to deliver **high-quality translations** within tight deadlines. My extensive familiarity with CAT tools has enabled me to effectively manage translation projects, handle complex file formats, leverage **translation memories**, and maintain **consistency** across multiple projects. I am well-versed in creating and managing **termbases**, conducting **quality assurance checks**, and

collaborating with teams of translators and proofreaders. My proficiency in these CAT tools has not only streamlined my workflow but also improved the overall quality and consistency of translations.

Education:
I am proud to hold the **Professional Diploma in Media and Literary Translation certification** from the School of Continuing Education at the **American University in Cairo**, Egypt. In addition, I have also earned a **bachelor's degree in Spanish literature and English language** from the **Higher Institute of Languages in Cairo**.

Experience

Arabic translator, editor & subtitler (LQA, MTPE & TEP)
Freelance/Contract

Jan 2017 - Present

Christian, IT, Technical, IGaming, Casino, eSports, Marketing

Games Arabic Translator
All-in Global

Oct 2022 - Present

Arabic Subtitler
Deluxe

Sep 2020 - Present

Arabic LQA specilaist
AWATERA

Jul 2020 - Present

Arabic translation editor
RightNow Media

Dec 2019 - Present

Arabic translation editor

Christian Lingua Translation Agency

Nov 2019 - Present

Arabic Translator and Editor

The Gospel Coalition

Jul 2019 - Present

Volunteer Arabic translator and editor

Creation Ministries International

Jul 2018 - Present (4 years 5 months +)

Translation QA Specialist & Trainer

Qtrans Language Solutions Global

Jan 2019 - Jun 2019 (6 months)

Digital Marketing Specialist
Road9 Media

Jul 2015 - Jul 2016 (1 year 1 month)

Front end Developer
Road9 Media

Feb 2014 - Jul 2016 (2 years 6 months)

Education

TAUS Learning Platform

DQF Hands-on course-certificate (January 2024)

I gained knowledge of general translation quality management standards and concepts, with an emphasis on the TAUS DQF (Dynamic Quality Framework) error typology. I can define the main concerns in quality management, differentiate between different standards, and explain how each of them affects the overall performance of quality management.

TAUS Learning Platform

Data Management course-certificate (January 2024)

I became knowledgeable in AI applications, language data services, sentiment analysis, text summarization, speech translation, and data collection, cleaning, labeling, and domain adaption. I received a succinct but thorough presentation

on the several kinds of bias that might appear in data, along with advice on how to prevent it. talking about how to price language data and the new roles and functions in the language data for AI sector. I reviewed the key aspects of copyright laws and regulations in the data area at the conclusion of the day.

TAUS Learning Platform

Quality Management course-certificate (January 2024)

I gained knowledge of the fundamentals and best practices of translation quality management, with an emphasis on quality assessment using the industry standard for assessing translation quality—TAUS DQF (Dynamic Quality Framework). As a result, it's an excellent training for anyone using DQF to manage quality. It offers a range of examples and use cases along with helpful advice on how to utilize DQF tools.

TAUS Learning Platform

Post Editing course-certificate (January 2024)

I was given a quick overview of the development of MT. The course then delves deeper into the several kinds of machine translation (MT) and its variations, including statistical, example-based, rule-based, hybrid, and neural machine translation.

 Following that, I became familiar with the ideas, regulations, necessary skills, and workflow of pre-editing, CNL, and PE. Ultimately, I gained knowledge about the organization and setup of machine translation projects, including preparation for "editor, machine," translation, quality control, retraining, and pricing.

AUC - School of Continuing Education
The Professional Diploma in Media and Literary Translation
2017 - 2018

Higher Egyptian Institute of Languages
Bachelor of Arts - BA, Spanish Language and Literature
2006 - 2010

Skills

Testing • Self Learning • Coworking • Translation • Subtitling • Editing • Text Editing • Quality Assurance • Project Management • Proofreading