

Personal details:

Name: Yara Mohamed Yahia
Nationality: Egyptian
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Mobile no.: +971588154420
Visa status: Employment visa



Objective:

I am a highly talented translator, content writer, copywriter, and editor with eight years of experience in the professional translation field. I have a strong understanding and ability to explain a cultural concept clearly & I am looking forward to a challenging position as a translator/content writer within a reputed & leading organization where I can ideally utilize my professional skills.

Education

- B.A degree in English literature and linguistics (Faculty of Al Alsun) - 2009 –2013
Ain Shams University, Cairo, Egypt
Second language: Italian
- High school certificate of total percentage: 95% in Al Sadat language school

Work Experience: Over eight years of extensive experience in the translation area as follows:

Translator at Expo media office, Communication Department of Expo 2020 Dubai from September 2021 till 1st April 2022

- I translate, edit, review Press releases, Web stories, Factsheets, social media captions, and Newsletters into Arabic and English in various fields, including sports economics, technical, culture arts, UN, etc., published on the Expo Media office website.
- I contribute to Delivering to visitors a seamless and customized experience of the International Event.
- I manage projects and team-lead on behalf of the translation senior manager in coordination with the Head expo news service, translators, and editors until the media pieces get published.
- I Review and proofread other documents such as guidebooks, websites, mobile apps, reports in Arabic and English to link countries from all world for a better connection.
- I write material for the Arabic content that helps tell Expo 2020 Dubai's story while maintaining the style of Expo while Conducting the research needed to produce material coordinating with other departments to fulfill the tasks on time.
- I generate positive press coverage of Expo 2020 Dubai to perfectly reflect the International Event's picture, vision, and goals and help oversee effective coordination and management of delivery by agencies and other teams.

Translation and content writing project manager at Al Adl legal translation office in Dubai from January 2021 till September 2021

- I served as a translator, copywriter, content writer, editor, translation project manager, and content writer for clients, including **Al Rowaad Advocates & Legal Consultancy, BQT business Consultancy, Rasmala trade finance fund, Majid al-sheik Lawyers & Legal Consultants, Amazon**, etc.
- I have been translating, editing, proofreading, and leading the process for translating notary documents such as Power of attorney, affidavits, contracts, inheritance documentation, etc.
- I have been translating, proofreading, copywriting, and content writing. QA reviewed the translation of massive projects adapting to a fast-paced environment and high workload by efficiently prioritizing to ensure all projects are delivered on time with the highest expected quality.

Translation project manager at VPs office of Paris Group in Dubai from December 2018 till December 2020

- I was leading the translation process of translating, editing, proofreading, quality assurance of all Paris Group materials from English into Arabic and vice versa, including but not limited to: various legal documents such as agreements & contacts of all types, petitions, Judicial memorandums, memorandums of association, tenders, arbitration awards, briefs, motions, applications, business correspondences, court orders, trademark franchise agreements, minutes of meetings, etc.
- Translation of materials related to retail and fashion includes brand guidelines, tax invoices, price tags, company policies, and memos for the brands, including but not limited to **Versace, Pierre Cardin, Balmain, Hugo Boss, and Louis Feraud** with coordination with legal, leasing, accounts, business solution, marketing, HR, malls management departments.
- I was content writing replies to legal actions of trademark litigation and assisting the legal team in drafting solid & impeccable legal documents such as briefs, memorandums of understanding, and the Power of attorneys in both English and Arabic.
- Cross-reference first-round and second-round files to ensure all edits have been implemented correctly, with particular attention to any changes that may have occurred in the layout and formatting of the text.

Translator - Al Resala Legal Translation Services, Dubai, UAE from July 2017 until August 2018

- Translate and proofread legal documents including contracts, agreements, tenders, court orders, business correspondences, financial & technical reports & manuals, contracts, articles & memorandum of association, brochures, press releases, medical reports, business reports, feasibility studies, invoices, certificates, and all relative files

- Conduct extensive research on the Internet to help with providing factual statistics into the articles.
- Translate and Proofread translated medical texts against the English source, paying particular attention to punctuation marks, proper nouns, figures, and units of measurement.

Full-time online Translator at Fan El Ebdaa Translation Center, Kuwait from July 2013 till June 2017

- Translate and Proofread translated technical and medical texts against the English source, paying particular attention to punctuation marks, proper nouns, figures, and units of measurement.
- Translate and proofread a wide range of documents including but not limited to contracts, agreements, tenders, court orders, business correspondences, financial & technical reports & manuals, contracts, articles & memorandum of association, brochures, business reports, feasibility studies, invoices, certificates, and all relative files

Computer skills

- Excellent command of all M.S. Office Applications
- Excellent search tools

Languages

- English (Fluent)
- French (fair)
- Italian (fair)

My social media accounts

- LinkedIn: <https://www.linkedin.com/in/yara-yahia-01306215b/>

Skills

- Excellent written and verbal communication skills in English and Arabic
- Motivated self-starter and highly skilled creative thinker, which gives me the tools to stay focused on an assignment and see it from a new perspective
- Trustworthy, cooperative with a positive attitude.
- Skilled in cultivating and developing strong relationships with managers and staff
- able to assist in Drafting effective legal documents such as briefs, memorandums of understanding, and Power of attorneys in English and Arabic
- Professional Writer Research Skilled
- Calendar and time management skilled
- Able to work within a team or individually according to job requirements
- Interactive and fast enough to learn new technologies.
- Able to work autonomously, under own initiative, and pressure
- Able to work within a team or individually according to job requirements.