

SHAZA WARDEH
Arabic - English Translator
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Mob. +1-316-292-3433

Summary Statement

Dedicated Arabic-English translator with a translation experience for more than 20 years, having high translation skills, strict commitment to deadlines and ability to work under pressure with maintaining high quality translation. Handling and translating the various kinds of documents and subjects proficiently. Having high arrangement and organizational skills.

Translation Fields

Lawful, Commercial, Accounting, Economic, Shipping Documents, Book of Conditions, Memorandums of Understanding, Memorandums & Articles of Association, Contractual Agreements, Technical, Medical, Social, Scientific, Banking, Customs, Contracts, Agencies, Catalogues, Brochures, Localization and Websites Translation, in addition to the various Official Documents, Educational Documents (University and School Transcripts, Degrees, Certificates ... etc), Civil Documents (Certificates of Birth, Marriage, Family, Death ... etc), besides filling the various Application Forms for Immigration, Travel and Study.

Professional Experience

- ***Freelance Translator, 2008 - Present.***
- ***Wardeh Translation Office (Family Translation Business established in 1978), Lattakia-Syria***
 - ***From April 2007 – 2018 :***
Certified Translator (Arabic-English) licensed by the Syrian Ministry of Justice.
 - ***From 10/1997 to 03/2007 :***
Translator (Arabic-English).

Translating all kinds of documents, subjects and texts.

Handling administrative duties such as managing the clients' appointments, arranging the files and documents, following up the affairs of the office, replying to the emails, and answering the questions and inquiries of the clients.

- Volunteer in "Translators without Borders".

Educational Qualifications

- Sworn Translator Licence (Certified Translator), issued by Syrian Ministry of Justice, 2007.
- Preparatory Teaching Qualification Diploma, Major "English Language".
- Secondary Certificate, Scientific Section.

Languages

- Arabic Language (Mother Tongue).
- English Language (Professional).
- French Language (Fair).

Computer Programs

- Office : Word - Excel - PowerPoint.