

ABEER MOHAMED ABDEL MONEIM Zidan – ISO 17100 & TÜV Austria Certified Translator

Mobile/WhatsApp: 002 0100 606 9637

Email: abirzidan71@gmail.com

<https://www.linkedin.com/in/abeer-abdel-moneim-4a66861a/>

Nationality: Egyptian

Address: Maadi – Egypt

SUMMARY OF QUALIFICATIONS 1993 - 2023

Acquiring more than 25 years of translation, and communication experience in USAID/funded projects, Nathan Associates, EU, international development organizations & research institutions. Worked on humanitarian and development reports, health studies, training manuals, agreements, web content, and project briefs. Throughout my career, I have demonstrated excellent communication skills, been able to express ideas and messages clearly and concisely, both orally and in written communication. A confident communicator with excellent interpersonal skills, and good presentation. Proven ability to effectively engage at all levels internally and with external stakeholders. Along the past 25 years I have been an active member in the international translation community, acquired the Egyptian and Arab credentials including the Arab Professional Translators Network, and the international TÜV Austrian Standards Institute - ISO 17100 Translation Certification.

Credentials:

- Certified Translator @ **ISO 17100 & TÜV Austria**
- Certified Member in the **Arab Translators Network** www.arabtranslators.org (ATN/APTS) & **Arab Professional Translators Society**,
- Member in **Proz - account:** <https://www.proz.com/profile/2796853>,
- Member in **Translators Café** abirmoneim.TranslatorsCafe.com, and other outstanding and well-known online translation communities.

Freelancing: working with various national & international entities such as:

IOM, Save the Children, UNICEF, International Population Council, NESTLE, AWTAD, Mother & Child-Family HUB, AUC, Ghadan KSA, Athar Holding KSA.

USAID University – Foreign Service Nationals Training:

- Program Cycle
- Writing Success Stories
- Gender Equality
- Misconduct Awareness & Prevention
- Drupal 9
- COMPLIANCE EXPERT: Diversity - Overcoming Barriers
- Inclusive Development
- Record Management Fundamentals
- Cyber Security
- Ethics and Integrity

Advanced Professional Development: American Chamber of Commerce in Egypt;

Professional Report Writing, Industry skills, Presentation skills, Budgeting skills, Delegating, Problem solving, Negotiating skills, Initiative, Management of time, Relationship management, Self-management, innovation & initiating action to achieve results.

CARE Academy: Project Management, Work & Life Balance, Communication Fundamentals, (Harvard) Managing Workplace Stress, Knowledge Sharing, Addressing Poverty & Social Injustice, Key Documentation Strategies.

US Embassy/USAID Awards & Recognition:

- *USAID on Spot Award for outstanding support to AID/Assistant Administrator Plitt Visit - 2018
- *Mission Honor Award for outstanding support to AID/Administrator Mark Green Visit - 2019
- *USAID Seal Coin presented by AID/Administrator John Barsa - 2020
- *Meritorious Honor Award for outstanding support to AID/A Barsa Visit - 2020
- *Meritorious Honor Award for outstanding support to AID/A Barsa in Lebanon - 2020
- *Superior Honor Award during COVID 19 – 2021
- *Meritorious Honor Award for creative amplifying the arrival of U.S. ventilators - 2021
- *USAID on Spot Award for creative mastering of USAID/Egypt website - 2022
- *Eagle Award for outstanding contributions to COP27 comms & outreach – 2022
- *USAID on Spot Award for outstanding support to AID/Deputy Administrator Paloma Visit - 2023

EDUCATION

1993 Cairo University Cairo, Egypt:

(Degree: Good / Major: English Literature) B.A., English Literature Department.

Studied English, American and Comparative Literature, Civilization, Poetry, Criticism and Linguistics along the last 7 centuries all over Europe and America.

1993 - 1995 English Dept., Cairo University Cairo, Egypt: *(Degree: Good / Major: Translation)* 2 year Post-Studies Diploma in Written & Simultaneous Translation.

1996 - 1997 Cairo University Cairo, Egypt:

Post-Studies in International Politics, Faculty of Economics & Political Science.

PROFESSIONAL EXPERIENCE

April 2018 – July 2023: Interpreter/Translator and Communications at USAID/Egypt Program Office

MAJOR DUTIES AND RESPONSIBILITIES:

Translation/Interpretation:

1. Translates, from English to Arabic and vice versa, documents such as press releases, speeches, correspondence, press clips, and other outreach materials in a time-sensitive manner. Reviews and edits documents translated from English to Arabic by other staff. Serves as the final authority on adequacy of such translations. Consulted by project officers, managers, assistants, and other Mission staff to seek clarification on the exact and accurate phraseology and terminology to be used in English or Arabic while preparing reports and feedback.

2. Provides simultaneous or consecutive interpretation at ceremonies, meetings, and other events as the mission's official interpreter. Travels to projects sites for visits, ceremonies, and other activities to provide interpretation as needed. As an expert in the local culture, ensures that USAID's message gets across in all official events and identifies and minimizes cross cultural barriers.

Public Events and Protocol:

1. Provides support to the DOC team and technical officers in planning, scheduling, publicizing, and carrying out activities and events to present programs to the public, including signing ceremonies, inaugurations, and other outreach activities related to USAID projects. Advises regarding appropriate protocols.
2. Provides logistical support for field travel and public affairs activities of the Mission Director, Deputy Mission Director, and other senior USG staff for USAID events as needed. Coordinates, as needed, site visits, event planning and setup, media relations, and contact with staff and partners.
3. Prepares translations of materials as required, including speeches, press releases, and social media posts. Ensures that all materials related to the events, e.g., backgrounders/scene setters, schedules, talking points, speeches, etc, have been prepared, meeting quality standards and time requirements, including translations where needed. Ensures that all speeches are appropriate for the target audience, are well-written and timely, and incorporate the Mission's topline messages.
4. Coordinates with technical teams to update the Mission Events Calendar.

Public Information:

1. Prepares, reviews, revises, shares, translates, and archives timely and accurate information concerning USAID programs, including fact sheets, project briefs, lessons learned, success stories, brochures, newsletters, presentations, social media feeds, web content, and other public information materials in print, PowerPoint, audio, video, and HTML formats. Materials must be written in clear and concise English and Arabic, and prepared with both the media and general audiences in mind.
2. Drafts press releases on program successes, project inaugurations, and other significant developments. Coordinates with USAID technical staff on gathering and fact-checking information.
3. Reviews and translates the content of video productions used to support the mission's outreach efforts. This includes products from or for use by contractors, Embassy offices, and other internal and external sources.

Interpretation in Action:

<https://www.youtube.com/watch?v=vOIWOjhFe9w>
<https://www.youtube.com/watch?v=VsyKfixwe-Y>
<https://www.youtube.com/watch?v=pyPFQy22iog>
<https://www.youtube.com/watch?v=AcnPUb2lpjo>

March 2009 – March 2016: Governance Program (CARE® International in Egypt) CARE® is a leading humanitarian organization fighting global poverty and place special focus on working alongside with poor families and entire communities to escape poverty using the proper resources. The Governance Program aims at improving local governance structures in selected districts in Upper Egypt. CARE uses a bottom-up reform approach that will foster a culture of good governance and promote dialogue among citizens, CSOs, local government, and media, aiming at an inclusive, transparent approach to planning rural development priorities and accountability in resource allocation.
www.care.org.eg

Governance & Strategies Unit Assistant

- Document the program's activities and report/communicate them to the staff and partners, in addition to assisting in the design and implementation of workshops, conference and meeting logistics.
- Establish, maintain and regularly update CARE and program communication cycle; maintaining accurate and updated knowledge dissemination.
- Arrange PM & staff official representation & off-shore logistics as needed.

- Process all types of financial request forms for all external agencies, suppliers and the staff, collect support documents and follow-up to make sure that the payments are on track.
- Liaise with CARE Administration & Finance Departments to ensure all procurement requests are done in a timely and effective manner for both Cairo and the field offices.
- Liaise with program consultants to ensure policy compliance with vendor list, consultant agreements, and support document requirements.
- Translate agreements, quarterly reports, training materials, etc., from Arabic to English and vice versa, as required and act as an interpreter for the program visitors.
- Upgrade CARE Egypt website with the program related content.
- Coordinate the technical assistance along program areas and components.
- Feed data into USAID/TraiNet system to report related PPDG project training activities & provide reporting requirements for CARE Atlanta.

Education/Health Program Assistant

- Document the program's activities and report/communicate them to the staff,
- Maintain accurate and updated Program documents,
- Coordinate all related activities to Child Participation & Community Education/Health initiatives.
- Coordinate & follow-up with program expenditures & ensure compliance to policies,
- Assist in aligning proposals/concept note with donor requirements.

2002 – 2006: Assistance for Trade Reform (ATR) - USAID / Nathan Associates

Translator/Interpreter

- conducting simultaneous translation in COP and Expats. meetings held with other GOE entities, interpretation in USAID workshops and conferences;
- providing translation & admin assistance for presentations/workshops/conferences and other event coordination requirements;
- translating decrees, memos, reports, work plans, websites etc.
- co-organizing GOE training needs assessment and translating related training materials.
- liaising with clients to discuss any unclear points;
- proofreading and editing final translated versions; responsible for checking the accuracy of translations and concordance with the original text, for ensuring consistency of terminology and improving style.
- using the internet and email as research tools throughout the translation process;
- retaining and developing specialist knowledge on specialized areas of translation;
- networking and making contacts for human resources eligible for workshops and conferences logistics;
- outsourcing bulk translation projects on basis of quality and accuracy bids;

2001- 2002: Technical Assistance for Intellectual Property Rights in Egypt, TIPRE - USAID / Nathan Associates, outsourced & sought by project COP and technical specialists to conduct:

- professional legal translation of the *Uniform IPR Law* in Egypt issued and ratified in 2002.
- participate in the translation of the *IPR in Egypt; Theory & Practice*; a book written by Dr. Judy Goans, former SIPRE COP.

1997 - 2000: Strengthening Intellectual Property Rights in Egypt, SIPRE - USAID / Nathan Associates Contract no. 263-0233-C-00-6050-00 for legal consultation and technical assistance, working with GOE ministries of: Supply & Home Trade, Scientific Research, Culture, and Economy &

Foreign Trade to bring its IP protection into line with GATT Standards that creates more positive environment for investment and domestic innovation that can compete at international markets.
<http://www.nathaninc.com/projects-and-cases/egypt-strengthening-intellectual-property-rights-1996-2001>

Translator/Interpreter

- Translating various types of documents, including management reports, training and improvement plans, TRIPS-consistent draft laws, correspondence, etc.
- Interpreting from English to Arabic and vice versa in meetings & conferences.
- Assisting in admin. tasks, training and the like, when needed.
- Participating in public advocacy.
- Following up with the updates of WIPO publications and resolutions;
- Participated as a training program interpreter in a 2-week US Study Tour for TRIPS compliance under the auspices of the Institute of International Education (IIE) and Nathan Associates at Washington D.C. & VA, May 1999...

*The program GOE delegation met with counterparts in:

- US Patent & Trademark Office, US Department of Treasury - Customs Service, US Department of Commerce (CLDP), Int'l. IP Alliance, Consumer Protection Commission, FBI ; Financial Crimes Section, US Department of Agriculture, US Copyright Office; Policy & International Affairs.

- Co-organized a workshop on "Inventive Thinking Curriculum" in coordination with ministries of Scientific Research & Education and UNESCO Initiative on Feb. 2000, and prepared technical materials and logistics.

2003 – Present:

Professional Freelance Translator/Language Provider - working with a number of remarkable international development, humanitarian and educational entities within Egypt and overseas such as; JHU, International Organization of Migration (IOM); UNICEF; ASHOKA, Save the Children, *Ghadan* for Consultancy & Capacity Building, KSA; University of Dammam, KSA; Empowered Wellness & Living, USA; American University in Cairo; and other well-recognized organizations.

Freelance Translator/Interpreter/Transcript Editor/Researcher:

- Working as a consultant with several educational and consultancy institutions within the Arab Countries Arena.
- Developing technical contents in the fields of literature, history, and civilizations' related research.
- Online Editor and Proofreader for English Literature syllabus/thesis in Arab countries.

2008 – 2010:

IELTS Invigilator/Supervisor, British Council Exam Centre :

- Ensure that Examination papers are 100% secure.
- Give instructions to candidates at the beginning and end of an examination.
- Ensure discipline of candidates is maintained & regulations are followed.

October 1995 - Oct. 1997: Minister's Office, Ministry of Health & Population MOHP.

Translator, Admin. Officer & Int'l Affairs Coordinator

- Worked under direct supervision of HE Prof. Ismail Sallam, Minister of Health and Population.
- Responsible for H.E. Office management in coordination with Int'l. Affairs Dept.
- Main POC with WHO regional office.
- Initiated a new filing system in the office.

- Conducted all correspondence with donor agencies & embassies.
- PR & scheduling officer, when needed.
- Interpreter in the workshops and regular meetings of the Health Reform Committee with donors.
- Submit population and development statistics for Egypt Health & Population Report.
- Coordinator with International Agencies regional offices such as WHO, UNFPA, USAID, World Bank, JAICA, etc.