

ILHAME BIKRIA
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PROFESSIONAL SUMMARY

Dedicated translator, Translate publications and documents from English into French, French into English, English into Arabic and Arabic into English

Provide high-quality online English to French translations in topics ranging from business presentations to web-based promotional materials.

Respect deadlines and conform to formatting and style guidelines.

Maintain strict confidentiality concerning clients and translated materials.

Translated and transcribed marketing research from English into French, French into English, English into Arabic and Arabic into English for business and marketing fields.

SKILLS

Excellent communication skills
Results-oriented
Self-directed
Strong interpersonal skills
Accurate and detailed
Dedicated team player

Advanced MS Office Suite knowledge
Resourceful
Business writing
Pleasant demeanor
Excellent planner and coordinator
Extensive vocabulary

WORK HISTORY

Translator

Capitol Consulting Group- Washington

2017-till now

- Translate publications and documents from English into French, French into English, English to Arabic and Arabic to English including online material to meet deadlines and quality standards.
- Provide high-quality online English to French translations in topics ranging from business presentations to web-based promotional materials.
- Translated and transcribed marketing research in both English and French for business and marketing fields.

Translator

Fatine Echenique, New Jersey

2017 till now

- Translated and transcribed marketing research in both English and French for business and marketing fields.

Translator

NCR Solutions – Irving, Texas

2015 – 2017

- Provide high-quality online Arabic to English translations in topics ranging from business presentations.
- Translated and transcribed marketing research in both English and French for business, IT and marketing fields.

Translator

Epitaphe 360 - Casablanca, Morocco

2010 - 2015

- Translate publications and documents from English into French, English to Arabic including brochures, flyers, manuals for industrial use.
- Revise individual print and online texts produced by external translators ensure the quality and consistency of French and Arabic materials

Translator

La foundation du festival de Marrakech – Marrakech, Morocco

2008-2011

- Translate publications and documents from English into French, English to Arabic including brochures and flyers.
- Revise individual print and online texts produced by external translators ensure the quality and consistency of French and Arabic materials

Translator

2000\2008

British council-Rabat, Morocco

- Translate publications and documents from English into French, English to Arabic including brochure and flyers
- Revise individual print and online texts produced by external translators ensure the quality and consistency of French and Arabic materials

EDUCATION

BBA: MARKETING AND COMMUNICATION **INTERNATIONAL INSTITUTE FOR HIGHER EDUCATION - RABAT MOROCCO** 1998

LANGUAGES

Arabic: Fluent

French: Fluent

English: Fluent

Spanish: Competent
