

## **CAREER OBJECTIVE**

Utilizing my experience and skills to develop a career in Translation and Localization, and ensure a translation service with a native-level language expertise along with subject matter and cultural fluency.

## **STRENGTHS**

- A Passionate multilingual, familiar with different cultures, and Communication skills.
- A self-motivated team player with accurate, Detail-oriented, punctual, professional nature.
- An Initiative individual and Problem-solver with analytical thinking, who can work independently and handle multiple priorities and deadlines.

## **Computer Skills**

Microsoft Office, Word Fast, Trados, SDLX, memoQ, and Internet.

## **EDUCATION**

**Bachelor of Tourism and Hotel** 2001-2005

Major, tourism industry and related fields; Minor, Hospitality management.  
Minia University, Egypt.

## **Certification and Additional Training**

**Diploma in Legal and UN Translation** 2018-2020

The American University in Cairo, Egypt.

**GOETHE-ZERTIFIKAT in German Language** 2006-2007

Goethe Institute Cairo, Egypt.

## **LANGUAGES**

Arabic, German and English (Fluent; written and spoken).

## **Career-Related Experience**

**Freelance Translator & proofreader** 2017-present

- I translate and proofread legal, financial and economic, banking, business and e-commerce, marketing, technical, Tourism and Hospitality documents; and news articles from German and English into Arabic and vice versa. I translated and proofread more than 2.500.000 words in these fields.

## **Other Work Experience**

### **Tour Operator**

2013-2016

ETS, MTS Globe, Sharm El Sheikh, Egypt

- Planned tours and built up itineraries due to request (Duration and destination) day by day.
- Surveyed the Internet and compared the provided prices by competitors.
- Provided quotes and pricing for tours.
- Handled bookings for hotels, transportation, and airlines.
- Closed file accounts and evaluated the services offered.

### **Trip Advisor**

2010-2012

Cairo Express Travel, Hurghada, Egypt

- Developed, planned, and sold tour packages and travel service.
- Organized and made reservations for transportation, accommodations, restaurants and tours.
- Assessed hotel facilities and hotel staff to ensure outstanding service to guests. This included visiting hotels, restaurants, and resorts to conduct random checks on the quality of service, comfort of stay, and cleanliness.
- Provided 24-hour on-call response service to clients.
- Arranged for trip guides, translators, charters, and handling of special requests.
- Provided information on customs regulations, travel itineraries, fares, group discounts and billing.

### **Tour Leader**

2007-2009

Triad Travel Agency, Taba, Egypt

- Greeted and assisted customers with booking reservations and answering any additional questions both in person and over the phone.
- Planned tours based on time restrictions.
- Communicated effectively with customers and agents.
- Provided advice to travellers, regarding restaurants and optional tours, depending on their requests.
- Played an active role in the welcoming, enjoyment and safekeeping of all visitors at each location.

**REFERENCES ARE AVAILABLE UPON REQUEST.**