

Elham Shehatah

English <> Arabic Translator

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PROFESSIONAL SUMMARY:

Successful at maintaining meaning, flow, and specific characteristics of original words when translating documents or spoken words. Able to converse easily in [English-Arabic] languages. Detail-oriented English to [Arabic] Translator and vice versa offering [15] years of experience. Demonstrated success in description settings to provide a range of translation services. Seeking a challenging position in a fast-paced environment.

WORK HISTORY

Senior Translator April 2010 to May 2020

ISO Translation Firm Cairo, Egypt

- Provided thorough, accurate, confidential translation service for clients.
- Reviewed final works to spot and correct errors in punctuation, grammar, and translation.
- Used excellent interpersonal skills to build trust with clients requiring [formal] translation services.
- Provided verbal summaries of non-English documents for immediate use.
- Applied cultural understanding to discern specific meanings beyond the literally written words.
- Replicated the flow, style, and overall meaning of the original texts.
- Utilized developed [technical translation] expertise to provide most-accurate translations within [Industry] environments.
- Replicated the flow, style and overall meaning of the original texts.
- Provided legal translation – official documents – technical translation, paraphrasing, proofreading, etc

Translator January 2007 to April 2010

Oxford Legal Translation

Developed translation expertise to provide most-accurate translations.

English Instructor January 2006 to January 2007

Sun Languages Centre, Cairo, Egypt

- Taught English languages to adults
- Attended public events, providing information about English practices, teaching strategies, and sustainability plans.

SKILLS

- [English] fluent
- Cultural expertise
- Document review
- Compassionate communicator
- Business process understanding
- All types of translation
- Time management
- Motivational team player
- Software expertise
- Scheduling
- Extremely organised
- Data management

EDUCATION

- 2007 Bachelor Degree - Faculty of Arts – English Department, Cairo, Egypt
- Elementary Translation Certificate– AUC
- Intermediate Translation Certificate – AUC
- Foundation Translation Certificate - AUC
- Legal Translation Diploma – AUC
- UN Translation Diploma - AUC