Fatma Galal

Date of birth: 19/12/1985
Nationality: Egyptian
Gender: Female

CONTACT

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Time Zone: EET (UTC +2)

Email:
Highly alerted to email around the clock.

Work Availability:
From: 9:00 AM UTC +2
To: 10:00 PM UTC +2

ABOUT ME

DTP Specialist | Project Manager | Motion Graphic Artist | Graphic Designer

EDUCATION AND TRAINING

09/2002 – 05/2006 Mansoura, Egypt

Bachelor of Specific Education, Computer Science Department Mansoura University
Mansoura, Egypt

10/2007 Mansoura, Egypt

Computer course "ICDL" / "International Computer Driving License"
Mansoura University

11/2012

Business English Communication Skills Specialization
Online

12/2017

Human Resource (HR) course in "Fundamentals of Time Management" Online

04/2019 Mansoura, Egypt

"Motion Graphic Basics & Fundamentals"
at Khater Akademy
Mansoura, Egypt

10/2022 Egypt

"Motion Graphic Basics & Fundamentals"
at HQ Studio

10/2022 – CURRENT

Google Project Management: Professional Certificate
From Google

WORK EXPERIENCE

2010 – CURRENT

DTP Specialist & Graphic Designer - On Freelance Basis

- Managing the production of desktop publishing (DTP) projects using InDesign, Quark, and other desktop publishing applications
- Performing daily hands-on DTP in coordination with Project Managers for multiple projects
- Creating layouts and designs for various types of publications, including books, brochures, flyers, manuals
- Formatting post-translation PDF, texts, InDesign, and Illustrator files, graphics, and images using desktop publishing software.
- Creating and editing illustrations and photographs using software such as Adobe Illustrations and Adobe Photoshop
- Collaborating with editors, translators, and other members of the design and production team
- Coordinating with printers, publishers, and vendors to ensure that the final product meets the necessary specifications and standards.
- Proofreading and checking for errors in the final layout before printing or publishing
- Find and implement non-Latin fonts
- Problem solve for difficultcult, right to left language, (Arabic) design issues
- Keeping up to date with the latest design trends and technologies to ensure that the publications are visually appealing and of high quality

2019 –   Cairo, Egypt

Project Manager - at TransTec Group

- Set up, manage, and run the full cycle of translation, proofreading and MTPE projects.
- Prepare and analyze files using our CAT tool and integrated project management system
- Create orders, Pos and invoices using management platform and keep project admin always updated.
- Liaise with internal and external production teams, clients, and linguists, allocate jobs and monitor workflows.
- Using CAT tools such as MemoQ to process qualifying translation jobs and to complete other miscellaneous tasks.

01/2018 – 01/2019 Qatar

Project Manager - at Mashreq Translation Services

- Managing long term and urgent projects across the Legal/Localization industries.
- Knowledge of CAT tools (SDL Trados, MemoQ, Memsource, SmartCat, XTM)
- Great Experience in running QA process using Xbench reports.
- Using any translation management systems like Plunet, XTRF and any other instructed Platform.

2016 – CURRENT

Senior Motion Graphic Designer - On Freelance Basis

- I'm responsible for creating unique ideas with animations, Illustrations, and animating social media designs.
- Catchy Idea, video concept, awesome design, and unique animation that grabs the audience's attention.
- Explainer videos that explain your product/service and make the audience put your product into consideration.
- Promotional video that highlights the selling points of your product/service and closes the purchase with your client with powerful CTA.
- Logo Animation/Intro that follows your brand guidelines and uses your tone of voice to stand out against your competitors.
- Video Editing for YouTube or Social Media channels that keeps you engaged with your audience.
- Animated social media posts, as you may know, video has 4 times more reach and engagement than static Design or Photos.

LANGUAGE SKILLS

MOTHER TONGUE(S): Arabic

Other language(s): **English**

Listening	Reading	Spoken production	Spoken interaction	Writing
B2	B2	B2	B2	B2

DIGITAL SKILLS

MICROSOFT OFFICE

Microsoft Word │ Microsoft Excel │ Microsoft Powerpoint │ Microsoft Publisher

DTP & DESIGN APPLICATIONS

Adobe Photoshop │ Adobe InDesign │ Adobe Illustrator │ Adobe FrameMaker │ Adobe Pagemaker │ QuarkXpress │ AutoCAD │ Adobe Creative Suite │ Dreamweaver │ Adobe Premier │ Adobe AfterEffects

CAT TOOLS

MemoQ │ SDL Trados │ DejaVu │ Wordfast │ SmartCat │ XTM

MY SERVICES

- **Desktop Publishing & Typesetting**
- **Graphic Design**
- **Optical Character Recognition - OCR Services**
- **Motion Graphic Videos**
- **Video Editing**
- **Transcreation**
- **Project Management**

All References are available upon request.