



Amal El-Mahdy

11 Khalf El-Obour Buildings, Heliopolis, 11317, Cairo, Egypt

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WORK EXPERIENCE

Translator and Proofreader

SELF-EMPLOYED

Global, Home-Based

[MAY 2010-PRESENT]

Provided English<>Arabic written translations and phone interpretations for a wide range of **UN, EU and government related clientele** and worldwide translation agencies.

Conferred with subject matter experts and other colleagues to establish precise understanding of specialized concepts and translate appropriately various **Legal, Financial (Business), and Political documents**.

Invested my copywriting and marketing backgrounds in providing **Transcreation** services in the scope of **Marketing & Advertising translations**

Reviewed final works to spot and correct errors in punctuation, grammar and translation

Provided Arabic<>English **proofreading**, services in addition to **quality assurance, test assessment and online translation training** services

Subtitled and Translator

LEIDOS (previously SAIC) & APPTEK [Joint Venture]

Reston, Virginia, USA

[JUNE 2012-MAY 2016]

Provided English subtitling services for Al-Arabiya Channel daily news bulletins, weekly talk shows, press releases and media reports covering the daily regional and international political, social and economic issues.

http://english.alarabiya.net/index/videos/webtv_en

Assisted in the creation of the channel English<>Arabic glossary and translation database

Overview

Detail-oriented English into Arabic Translator offering more than a decade and half of experience, with highly developed understanding of both languages and cultures

Successful at maintaining meaning, flow and specific characteristics of original words when documents or spoken words

Excellent client and project management skills

Action-oriented with strong ability to communicate effectively with technology, executive and business audiences

Strengths

15+ years of translation experience covering almost all the most demanded fields

Letters of recommendation from a number of worldwide agencies: e.g. TransPerfect, SAIC, LEDIOS, Apptek, LinguaPro, etc.

Arabic: Mother tongue; English: native level proficiency

CAT Tools: SDL Trados Studios, Wordfast Pro, Memsource, etc

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Translator and Copywriter

DATA MANAGEMENT SYSTEMS (DMS, Int.)

Cairo, Egypt

[OCTOBER 2007-MARCH 2010]

Thoroughly read and analyzed briefing documents to develop understanding of subjects to be discussed during interpreting sessions

Translated the corporate **legal and financial documents** (including requests of proposals)

Provided **technical writing and manual development** services for the company's software products in English and Arabic

Reviewed final works to spot and correct errors in punctuation, grammar and translation

Consulted specialized dictionaries, thesauruses and reference books to identify closest equivalents for nuanced terminology, words and phrases

Translator

APEX TARGUM, HISHAM MARZOUK for LEGAL and SPECIALIZED TRANSLATION – Certified by Egyptian Courts [MAY 2004-SEPTEMBER 2007]

Provided English <> Arabic translations of **legal** documents including agreements, contracts, law papers, **UN and USAID related reports** and documents, in addition to wide range of **financial and business** documents for various worldwide businesses and international financial agencies

EDUCATION

AIN SHAMS UNIVERSITY

BA, FACULTY OF AL-ALSUN (Languages), MAY 2005

DEPARTMENT OF ENGLISH

Major 1: English Linguistics and Translation

Major 2: English Literature

Secondary Languages: SPANISH and FRENCH

Professional Links

Proz Pro Certified Member:

<https://www.proz.com/translator/589460>

Linkedin:

<https://www.linkedin.com/in/amal-el-mahdy-20a8a021/>

Translatorscafe:

Enclosures

University degree certificate (officially sealed Arabic and English versions)

Work Experience Letter from LinguasPro (worldwide translation service provider subcontracted by the United Nations, specialized in legal and business translations)

Employment Verification Letters from TransPecfect (one of the most significant global translation companies) I have been working for almost all its worldwide branches (Overtal, Milim, etc) as a Translator, Proofreader, Test Reviewer, Cultural Consultant, and QA Specialist since 2012

Letters of recommendation from Apptek and SAIC (LEIDOS)

<https://www.leidos.com/>

Four years of full-time cooperation where I am really proud that I've managed to present a model of a reliable translator who masters her tools!

Translation samples furnished upon request

Achievements

The following lines enlist examples of my recent translation projects and contributions that covered numerous fields:

I-Legal, Governmental and UN Documents: (Official Statements/Publications)

- United Nations Office on Drugs and Crime (UNODC): Translation of "**Blueprint for Country Review of Mozambique and Myanmar** on the implementation of articles 5 - 14 of Chapter II. "Preventive measures" and articles 51 - 59 of Chapter V. "Asset recovery" of the United Nations Convention against Corruption for the second review cycle (2016 - 2020) by Mauritius and Qatar
- Participation in the English translation of **KSA Labor Law**
- Proofreading the Arabic translation of the **Constitutions of Costa Rica and Colombia**
- Translation of hundreds of **UAE, KSA, UK, USA, Libyan, Algerian and Egyptian court rulings and arbitral awards.**
- Translation of the **Egyptian Official Gazzet; Issue No. 26 bis (E)**
- **Presidential Decree No. 56/2014** on the Amendment to the **Egyptian Traffic Law Amendment 2017**
- Translation of hundreds of **KSA Ministerial Decisions and Royal Decrees**
- Translation of the **Arab League Statement before the Commission on Crime Prevention and Criminal Justice** Concerning Ratification and Implementation of UN Convention against Transnational Organized Crime and its Protocols
- Participation in the translation of **training materials for prison administrators (Libya) - UNODC**
- Translation of **Handbook: Guidance on implementing the Maritime Labor Convention, 2006 and Social Security for Seafarers - ILO**
- Translation of **Addendum to the Commentary on the recommended draft of the Maritime Labour Convention** concerning Regulation 4.5: Social security (Report PTMC/2004/4) - **ILO**
- Translation of **Model National Legal Provisions Extracts**
- from the **ILO Handbook Guidance on Implementing the Maritime Labour Convention, 2006- Model National Provisions - ILO**
- Participation in the translation of the **UNCTRAL conference on E-Commerce Regional Consultation**
- Translation of **UNDP letters and correspondences to and from the Presidential Elections Commission – Egypt 2012 - April 2012**
- Technical writing of the **WHO - RASDOON** (Regional Alert, Surveillance & Detection of Outbreak Network) **User Guide, and translation of the related software project materials.**
- Participation in the translation of various **EU and UK governmental documents and official statements**, in addition to a number of **USAID/Egypt projects, e.g. USAID Technical Assistance Plan in Egypt (2010)**
- Translation of hundreds of **confidential patents, contracts, agreements, powers of attorney, and insurance policies of Egyptian and worldwide corporations**
- Translation of dozens of reports and press releases issued by the **Egyptian Parliament and the Arab League**

II-Financial and Business Translation:

- Participation in the translation of the **Regional Development Index project** executed by the **Regional Development Agency**
- Saudi Arabia (2009)
- Translation of dozens of **annual statements and fiscal reports** of branches of **international banks in Egypt, e.g. ABC Bank, HSBC, etc.**
- **Financial statements**, in addition to **balance-sheet and budget analyses**
- Translation of dozens of **feasibility studies** carried out by worldwide accounting companies.
- Participation in the translation of hundreds of long term **strategies and plans at high level governmental levels, conducted by global consulting companies; i.e. Boston Consulting, Roland Berger, Deloitte .**

Achievements

The following lines enlist examples of my recent translation projects and contributions that covered numerous fields:

III - Media and Press Translation:

- Translation of hundreds of political articles and columns for wide range of regional established magazines and journals
- Translation of **Al-Arabiya Channel's daily news bulletins and weekly programs** (Since 2012 up till now)
- Participation in the translation of "Book on journalism: *New Code Word of Censorship*" 2008
- Translation of thousands of press releases for various worldwide companies; e.g. **Coca-Cola, Ericsson, PAC Group**, etc
- Daily news projects; e.g. Al Hayat, Al Jazeera, AlHurra, Alarabiya, etc

IV-Medical Translation:

- Technical writing and translation of the manual, brochures and documents of the health-related software project : "Regional, Alert, Surveillance and Detection of Outbreak Network" (RASDOON) adopted by the World Health Organization (**WHO**)- The Eastern Mediterranean Regional Office (EMRO)/ GIS
- Translation of dozens of **patents and clinical and case studies** carried by international pharmaceutical companies

V-Technical (Software, Automotive, and Telecommunications) Translation :

- Translation of manuals of software products; e.g. Free Query, RASDOON
- Linguistic review of Motorola smartphone localization
- Translation of dozens of TV catalogues and user manuals (LG and Panasonic).

VI-Other:

- 765 different articles/web pages on vocational education and training, human capital development, labour market.
- Petroleum engineering articles
- Religious researches and articles
- Books on management and customer service; e.g. *Loyal for life time* and *Connections*
- Full-length research paper on marketing and recruitment, and psychological fields.
- Dozens of surveys on various specialized public fields
- A number of transcription and subtitling jobs, including Tulip TV series
- A number of Military/Defense articles