

# SLIMANE SOROUR

Arabic Editorial & Desktop Publisher,  
Pre-Press & Print Production Specialist



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www.arabicdtp.com

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Tel: (+39) 0575-29 41 28

 Via Pisano, 20  
52100 Arezzo, Italy

## AREA OF EXPERTISE

- Produces camera-ready documents for reproduction by typing, transcribing, incorporating corrections and formatting documents, as well as creating tables, graphics and organizational charts, in desktop publishing layout using Adobe InDesign, Photoshop and Microsoft Office programs;
- Complete design and layout of translated text using desktop publishing programs, including Adobe InDesign, Microsoft Publisher, MS Word, PowerPoint;
- Prepare files for multichannel publishing (print, web, mobile, tablet, and e-reader devices);
- Formatting and layout of localized materials matching the original, complying with target-language standards;
- Aligns bi-texts in order to support the production of high quality translation memories for computer assisted translation (CAT);
- Automate variable data workflow: Catalogues, Database, Data from Excel, CSV files.

## SKILLS

INDESIGN	● ● ● ● ●
PHOTOSHOP	● ● ● ● ●
ILLUSTRATOR	● ● ● ● ●
MICROSOFT OFFICE	● ● ● ● ●
QuarkXPRESS	● ● ● ● ●
HTML5	● ● ● ● ●
CSS3	● ● ● ● ●
SDL TRADOS	● ● ● ● ●
MemoQ	● ● ● ● ●

## LANGUAGES

ARABIC	● ● ● ● ●
ITALIAN	● ● ● ● ●
FRENCH	● ● ● ● ●
ENGLISH	● ● ● ● ●

## EDUCATION

- MASTER IN PEACEKEEPING AND SECURITY STUDIES  
Università degli studi Roma Tre  
2003 Rome, Italy
- BACHELOR OF SCIENCE  
Université Mohammed V -Agdal  
1997 Rabat, Morocco
- HS DIPLOMA  
lycée Abdellah Chefchaouni  
1990 Rabat, Morocco

## WORK EXPERIENCE

- SELF-EMPLOYED CONSULTANT  
Editorial and Desktop Publisher  
Arabic layout Consultant  
Arezzo, Italy  
2003-2009 Part-Time  
Since 2009 Full Time
- Performs Arabic / Multilingual graphic design, desktop publishing and word processing of complex materials for pre-press;
- Updates text insets and scans, edits, and imports photos; ensures that files comply with printer specifications;
- Prepare files for multichannel publishing (print, web, mobile, tablet, and e-reader devices);
- Proofs documents and corrects files; assists with the development and revision of check-lists and procedures;
- Performs and adds custom File Info, define, create, and manage custom meta-data properties using standard Adobe;
- Formatting and layout of localized materials matching the original, complying with target-language standards;
- Creation and maintenance of specific target-language DTP and typographical guidelines;
- Extraction of content for translation from any DTP application or format;
- Performs proofreading and checking layout elements, including text, headings, items in lists, tabular and graphical elements, footnotes, attachments, front and back matter and spine, and page numbers;
- Captures handwritten texts, tables and mathematical formulae; inserts translators' corrections; creates the model for the other languages or aligns the text on the model of the original language;
- Ensure design and layout of translated documents correspond to the design and layout of the original documents;



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## WORK EXPERIENCE

- PROJECT MANAGER ASSISTANT**  
**OXFAM / (formerly UCODEP)**  
 Arezzo, Italy  
 2000 - 2009
  - Direction, coordination, implementation, execution, control and completion of European projects ensuring consistency with NGO strategy, commitments and goals.
  - Responsible to thoroughly understand and communicate stakeholder requirements to partner, and manage all requirements accordingly to realize each for the stakeholder.
  - Establish clear ownership for project tasks, ensure that team members have the tools needed, and provide timely feedback.
  - Coordinate and facilitate delivery of project objectives.
  - Track progress and review project tasks to make certain deadlines are met appropriately.
  - Assess project issues and identify solutions to meet productivity, quality and customer goals.
  - Pro-actively communicate project status, issues & risks to management.
- PRE-PRESS ASSISTANT**  
**SorourGraph**  
 Rabat, Morocco  
 1988 - 1998
  - Receiving electronic files from customers and checking them.
  - Adding missing components or correcting problematic, issues related to format, format marks, missing images, colour definitions, font conflicts, margins, page bleeds, spine thickness, bindery specifications etc.
  - Preparing printable files according to the specific requirements of the equipment to be used for printing, following the instructions in the work order.
  - Scanning pictures, text or graphs to prepare digital image files with correct resolution and colour spaces needed for the required production process;
  - Using equipment (guillotine, folding machines, stitching machines, binding machine, drilling machines, creasing and perforating machines, staplers).
  - Laminates, binds, trims/cuts, prints, drills, boxes completed designed products.

## SOME HAPPY CLIENTS

UE • **UNIADS** • WHO • **UNDP** • Tim • **Wind** •  
Lamborghini • **Inter** • Pirelli • **Wind** • D&G • Armani •

**Buyer** • SABIC • **Baltur** • Qatar Airways •  
**Qatar Financial Center** • OMS • **Smeg** • Poste italiane •

## RELATED WORKS

- UNDP Ghana:** User Manual for Political Party Membership Database;
- World Health Organization:** Scaling up Saving lives in Arabic, **Global Health Final report and Summary in Arabic**, Physical activity for health in Arabic, **Action Plan for the Global Strategy for the Prevention and Control of Non communicable Diseases;**
- UNAIDS:** Middle East and North Africa regional Report ON AIDS 2011 in Arabic,
- CENTCOM** (*United States Central Command*): Unipath Magazine in Arabic, Urdu and Dari;
- ENPI** (*European Neighbourhood and Partnership Instrument*): Writing to grab attention in Arabic, **A Journalist Handbook in Arabic**, Photographer handbook in Arabic, **Funding Handbook in Arabic**, **Glossary South in Arabic;**
- Mango Tree Encyclopedia released in Muscat, Oman

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**PORTFOLIO**

Sorour