

Curriculum Vitae

Personal Information:

Name	Mouna Oueslati
Nationality	Tunisia
Date of Birth	24/02/1977
Marital status	Divorced
Contact No.	3567801031
E-mail	oueslatimona@gmail.com / moon24tr@hotmail.com

❖ **Personal Summary:**

I am an enthusiastic and motivated individual; I enjoy meeting new challenges and seeing them through to completion. I am dynamic, with an ability to find solutions; I can think logically and analytically and I have the ability to learn quickly. I possess excellent interpersonal, communication and management skills and am able to develop and maintain mutually beneficial relationships. I enjoy being part of, as well as managing, motivating and training, a successful and productive team, and I do thrive in high pressurized and challenging working environment.

❖ **Qualifications & Diplomas:**

2012: UAE Ministry of Justice – **Legal Translator** (Ar./Eng./Fr. and vice versa): **License No.: 430**

2004/2005: Faculty of Arts and Humanities of Manouba, Tunisia: **Aggregation** (French Literature)

2000/2004: High Institute of Languages of Tunis (ISLT), Tunisia: **National Degree of Translation** - BA in Translation (Eng./Fr./Ar.)

1997/2000: Faculty of Arts and Humanities of Manouba, Tunisia: **French Language and Literature Degree** (DEUG/DUEL)

1991/1997: Carthage Presidency High School, Tunisia: **Baccalaureate** (Arts)

❖ **Professional Trainings:**

Localization, (Apple Inc – UK /LinguistHouse Translation & Linguistic Services)

Localization, (Apple Inc – USA /LinguistHouse Translation & Linguistic Services)

Legal Translation, (LinguistHouse Translation & Linguistic Services)

Consecutive Translation/Interpretation, (LinguistHouse Translation & Linguistic Services)

Crisis Management, (Pullmantur Ltd – France) Certificate No. OB 2744

Customer Service, (Pullmantur Ltd - Spain)

Marketing, (Pullmantur Ltd - France)

Management, (Pullmantur Ltd - Italy)

Crowd Management, (Pullmantur Ltd - Spain) Certificate No. OB 2673

Basic Training for Seafarers, (Pullmantur Ltd - France) Certificate No. OB 2612

Customer care, Induction Program, (Abu Dhabi Airport Catering & Duty Free - UAE)

Customer Care, (Advancia SPG Group - Tunisia)

Teaching, (Ministry of Education - Tunisia)

Teaching Pedagogy, (Ministry of Education - Tunisia)

❖ **Professional skills & Accomplishments:**

• **April 2017 to Present: TRANSPERFECT LEGAL TRANSLATION LLC**
Office Manager –Translator/Interpreter

Essential Responsibilities and Functions:

1. Assign and supervise administrative tasks
2. Monitor, support and manage staff performance
3. Collect, organize and manage data
4. Allocate and monitor resources
5. Provide executive support

As a Translation Office Manager:

1. Quoting (including negotiating deadlines and rates with clients).
2. Selecting appropriate translators
3. Handling translator queries (the translator may have queries, from what is or isn't to be translated to concerns about the terminology or content in general. I distinguish between queries the client needs to answer and those which can be dealt with internally, saving the client time and hassle.)
4. Manage project timelines – Generally the turn-around time of a translation is non-negotiable and safeguarding this means managing many different aspects of the process. This includes things like receiving the original text from the client on time, handling queries effectively and selecting translators who can achieve the goals set at the beginning of the project.
5. Ensure quality – Quality check the translators' work before returning it to the client. This covers elements like un-translated text, formatting, layout, etc.
6. Satisfy the client – On time delivery, high quality translation with the least hassle possible and all delivered with great service.

As a Translator:

1. Convert concepts in the source language to equivalent concepts in the target language
 2. Compile information, such as technical terms used within industry settings, into glossaries and terminology databases to be used in translations
 3. Manage work schedules to meet deadlines
 4. Render spoken messages accurately, quickly, and clearly
- Provide Translation services in a fast-paced environment to support both the company and client needs. Develop processes that enable us to consistently produce products of the highest quality that read and interpret as if they were crafted in the original target language.

• **September 2015 to March 2017: HORIZON LEGAL TRANSLATION**
Office Manager –Translator/Interpreter

Essential Responsibilities and Functions:

1. Manage the full life-cycle of multiple in-house and external localization projects in a fast-paced environment.
2. Evaluate translation needs and provide suggestions to drive optimization of services.
3. Establish and maintain excellent relationships with internal stakeholders, contract translators, and editors globally.
4. Liaise with staff to clarify project parameters, establish processes, and best practices.
5. Coordinate all project phases and efficiently predict the lifespan of all the stages of the project.
6. Perform quality checks at various stages of process to ensure quality and accuracy (proofreading, final eye, etc.).
7. Manage project finances, including budgeting and planning.
8. Prepare and maintain uniform project documentation.
9. Comply with all relevant and applicable procedures.

- **November 2009 to June 2015: LINGUISTHOUSE LEGAL TRANSLATION & LINGUISTIC SERVICES**
Senior Legal Translator / Interpreter - Editor / Copywriter
- ➔ **April 2014 to December 2014: Localizing from English (UK-USA) into Arabic (Middle East) websites and various marketing/product-related materials.** LinguistHouse Translation and Linguistic Services, UAE (LinguistHouse/Apple Inc.)

Essential Responsibilities and Functions:

1. Translation of various certificates.
2. Translate independently complex documents (Contracts, Memorandums, Powers of Attorney, medical reports, Financial statements...), from Arabic into English or French and vice versa.
3. Occasionally revise and control the quality of French/English documents translated by Junior and Intermediate translators and external suppliers as it relates to form and content, including grammar, clarity, conciseness, accuracy, and consistency of terminology.
4. Review existing content (such as Web sites, Intranet sites, etc.) and make changes/edits as needed;
5. Work on high profile translation projects, i.e. Abu Dhabi Education Council (ADEC), Abu Dhabi Airports Company (ADAC), Abu Dhabi National Oil Company (ADNOC), ADSECC Consulting & Security Centre, Abu Dhabi Systems & Information Centre (ADSIC), Emirates Nuclear Energy Corporation (ENEC)...
6. Reach and consistently maintain a productivity level of 2,000 words per day that reaches high quality standards with minimal supervision/revision;
7. When needed, provide coaching to other Translators;
8. Conduct research, consult with other translators, authors, specialists in the field and others to resolve questions and ensure accuracy of translation;
9. Perform terminological research associated with translation and contribute to expanding the terminological database by sharing terminological records and findings;
10. Act as key resource for translators and as a coach to the less experienced members of the team. This includes answering their questions, providing feedback on the quality of their translation and guidance on how to improve their work;
11. Provide feedback to Revisers/Team Leaders in the performance assessment of translators;
12. Develop and maintain strong working relationships with Business Partners and colleagues;
13. Perform other related duties as required.

❖ Professional Trainings:

Localization, (Apple Inc – UK /LinguistHouse Translation & Linguistic Services)

Localization, (Apple Inc – USA /LinguistHouse Translation & Linguistic Services)

Legal Translation, (LinguistHouse Translation & Linguistic Services)

Consecutive Translation/Interpretation, (LinguistHouse Translation & Linguistic Services)

Crisis Management, (Pullmantur Ltd – France) Certificate No. OB 2744

Customer Service, (Pullmantur Ltd - Spain)

Marketing, (Pullmantur Ltd - France)

Management, (Pullmantur Ltd - Italy)

Crowd Management, (Pullmantur Ltd - Spain) Certificate No. OB 2673

Basic Training for Seafarers, (Pullmantur Ltd - France) Certificate No. OB 2612

Customer care, Induction Program, (Abu Dhabi Airport Catering & Duty Free - UAE)

Customer Care, (Advancia SPG Group - Tunisia)

Teaching, (Ministry of Education - Tunisia)

Teaching Pedagogy, (Ministry of Education - Tunisia)

❖ **Languages:**

Arabic: Written and spoken (Interpretation and Translation): **Native** Language, excellent level

French: Written and spoken (Interpretation and Translation): **Native like** Language, excellent level

English: Written and spoken (Interpretation and Translation): **Excellent/Professional** level

Italian: Written and spoken: **Good** level

Spanish: Written and spoken: **Beginning** level

❖ **Computer Skills:**

Office software (Word, Excel, PowerPoint, etc.). Internet; MICROSOFT; FIDELIO

❖ **Other:**

- Familiarity with computers and common business
- Well-developed communication and reading skills and knowledge of grammar, spelling and punctuation.
- Highly trustworthy, ethical and discreet; committed to superior customer service.
- Dedicated; achieving a reputation for consistency going beyond what is required.
- Detail oriented and resourceful in the completion of projects with an ability to multitask and meet strict deadlines.
- Proven ability to collect/consolidate, organize and prioritize business needs.
- Highly regarded for a proactive attitude and an ability to think laterally, providing ideas and solutions.
- Adapt a creative approach to problem solving through use of excellent analytical skills.
- Organized individual with exceptional follow through capabilities.
- Self-starter with high focus and self discipline
- Able to manage multiple tasks and set priorities
- Good verbal and written communication skills and ability to work in multi-disciplined team environment
- Fruitfully work under pressure.
- Organization and flexibility, along with ability to multi-task, meet deadlines, and work as part of a team.
- Highly accountable and responsible for safeguarding confidential information.

❖ **Hobbies:**

- Volunteering (especially as a translator/interpreter)
- Cultural events
- Reading in several areas of knowledge
- Follow-up of local and international news
- Browsing the Internet
- Traveling

References and recommendations:

Mr. Nabil Baradei, General Manager & Owner of LinguistHouse Translation and Linguistic Services;
Phone No.: +971 50 531 1453;

Mr. Ashraf Nisseem, General Manager & Owner of TransPerfect Legal Translation LLC;
Phone No.: +971 50 395 1737;

For more information, kindly refer to:

http://www.linkedin.com/profile/view?id=188483900&trk=hb_tab_pro_top.