



Ahmed Maher

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(ATN)

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Objective

Seeking freelance English-to-Arabic translation and review projects for corporations, governmental agencies and other organizations that require this service. Translation and review have been my profession since 2007, during which time I have translated approximately 3,000,000 words in the following subjects and fields: Manufacturing, Information Technology, Technical, Energy, Medical Devices, and Multilateral Organizations.

Work Experience

Self-Employed

June 2013 — Present

Fulltime Freelance English-to-Arabic Translator and Reviewer

Translation and review services for clients primarily from the U.S., U.K., and China in the following subjects and fields: Manufacturing, Financial, IT, Technical, Multilateral Organization Reports (e.g., UN, UNESCO, Gallup).

TNS Opinion

June 2012 — June 2013

Arabic Linguist

Translation and review of research files.

U.S. Department of State

October 2010 — April 2012

Contract Arabic Translator

Translation of SIGIR quarterly reports and audit reports for over eighteen months.

Secretariat of the Convention on Biological Diversity

May 2010 — August 2010

Arabic Translator

Translation of biological diversity reports, using Trados.

Freelance Translator, Egypt

March 2008 — January 2010

Junior English-to-Arabic Translator

Translation of technical and general texts.

Qualifications

- Able to translate and review English-to-Arabic projects in virtually any technical field, which in the recent past have included: Manufacturing, Information Technology, Technical, Energy, Medical Devices, and Multilateral Organizations Have a daily capacity of approximately 3,000 words.
- Able to produce and maintain style guides, able to develop and maintain terminology databases, and able to monitor the overall quality of projects.
- Have extensive knowledge of CAT tools, including Trados, MemoQ, Across, and Google Translator Toolkit.
- Have experience with managing teams of translators tasked with translating and localizing huge projects.
- Have advanced internet research skills and an understanding of telecommunications and computer network communication fundamentals.
- Excellent research skills and outstanding computer skills.
- MS Office 2003 & 2013, Arabic enabled, Mac OS X 10.4.8, Windows 7
- **CAT Tools:** SDL Trados Studio 2011, Across 5.0 SP1, Trados 2007 Synergy, SDL Passolo 2011, MemoQ 6.2
- **Desktop Publishing:** Adobe FrameMaker 10, Adobe InDesign CS3 & CS6 Middle Eastern, Adobe Acrobat Pro 10.0, Adobe Illustrator CS4 & CS5 Middle Eastern, Adobe Photoshop CS3 & CS5 Middle Eastern

Education

Certificate in Legal Translation, Language Interpretation and Translation

September 2011 — May 2012

The American University in Cairo

Certificate in Legal Translation, Language Interpretation and Translation

Arabic Language Course for Translators

September 2010 — September 2011

Arabic Translation & Intercultural Dialogue Association

Arabic Language Expert 01 / 2011

ATIDA · License: http://www.atida.info/training/certificateprint.php?trainee_id=154

Bachelor of Arts degree in English Language and Translation, English Department

September 2003 — June 2008

Al-Azhar University

Obtained the BA degree with GPA 4.0

Current Projects

- Training manuals for Kia Motors Co., Ltd., a project covering equipment descriptions for various trucks and vehicles, main component specifications, lubrication instructions, and troubleshooting
- Translation of clinical trial documentation, model patient information and informed consent (with full confidentiality protection of the private documents)
- Training manuals for a large hotel brand, a huge tourism-related project
- UNDP, an extensive project relating to small arms and light weapons
- Substantial technical project for Trans Canada Turbines Ltd. Company for its new power station projects in Iraq
- SIGIR Audit Policies Procedures Manual and SIGIR Quarterly Reports
- Septech Redefining water, the global company specialized in water solutions, a translation and DTP project that included company description, solutions, and partners. Translation of Gallup and Silatech reports.
- Large aviation-related project for INFORM Company (<http://www.inform-ac.com/>)
- Long term project for Epson (printers, scanners, and projectors Manuals) Military project for BCB International, including the translation of all manuals

- Military project for COLT
- Legal project relating to a civil action filed in the U.S. District Court for the District of Columbia
- Accent Pocket Guide for HYUNDAI
- UNESCO project about its “Man and the Biosphere” program
- Substantial technical project for Caterpillar for its new machines and equipment

References

Name: Carme Tronchoni

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Name: Mel Menendez

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