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|  | hebasirry83@gmail.com    (+2) 01006856399    Cairo, Egypt  Cairo Egypt    **Profile**  https://hebasirry.wixsite.com/hebasirry  **Education**    Bachelor of Science, Foreign Trade  Faculty of Commerce & Business Administration, Helwan University  Cairo, Egypt    **Languages**  **Arabic:** Native language  **English:** Proficient - C2 |  | |  | | --- | | **Heba Sirry** |   **Professional Summary**  Highly experienced translator with a proven track record of delivering precise translations between English and Arabic. In-depth understanding of cultural nuances to effectively bridge communication gaps. Dedicated to accuracy and reliability.  Organized and dependable professional, successful at managing multiple priorities with a positive attitude. Willing to take on additional responsibilities to meet team goals.  **Services**   |  |  |  | | --- | --- | --- | |  | * Document Translation * Project management * Document Review * Proofreading * Editing | * Technical Document Translation * Website Localization * Legal Document Translation * Audiovisual Translation * Language Localization * Subtitling and Captioning |     **Work History**  October 2024 – Current  **Eurolize** - Freelance translator and Proofreader, Lithuania (Remote)  October 2024 – Current  Aalaa Translation Company- Freelance translator and Proofreader, Kuwait (Remote)  October 2024 – Current  **GOOD ENTERPRISE LIMITED**- Technical Translator and Proofreader, China (Remote)  September 2024 – Current  **First Translations** - Freelance Translator and Proofreader, Egypt (Remote)  February 2017 – July 2022  Issa for Certified Legal Translation Office - Freelance translator and Proofreader, Egypt (Remote)  October 2020 - Current  Somya Translators Pvt Ltd - Freelance translator, Delhi, India (Remote)  February 2017 - Current  Fast Link Translation- Freelance translator, Egypt (Remote)    August 2017 - Current  Perfect Translators - Freelance translator and DTP, Egypt (Remote)    August 2017 - August 2018  Tarjamat Translations - Freelance translator, USA (Remote)    February 2015 - May 2015  HolidayMe - Freelance translator – Content writer, UEA (Remote)  January 2015 - Current  DarLukman Translation Services - Freelance translator, Egypt (Remote)    January 2014 - December 2014  WikiTerm - Freelance translator, USA (Remote)  October 2014 - Current  Vocabridge Ltd. - Freelance translator, UK (Remote)    May 2014 - Current  Beijing - Sinoview Infotech Co.,Ltd - Freelance technical translator, China (Remote)    March 2014 - Current  LocXpress - Freelance translator, Cairo (Remote)    March 2014 - Current  Egytranslators - Freelance translator, Cairo (Remote)    January 2014 - Current  Al-Andalus Group - Freelance translator, Cairo (Remote)    January 2014 - Current  Easy Media - Freelance translator, UAE (Remote)    December 2013 - Current  EK Translations Ltd - Freelance translator, UK (Remote)  December 2013 - Current  AlBoraq Translation Services - Freelance translator, Cairo (Remote)    September 2013 - December 2013  SDL Language Weaver Team - Associate, USA (Remote)   * Performed post-edit tasks for my language combination.     September 2007 - January 2012  Arab Nile Group - E-marketing & Intl. Sales manager, Cairo, Egypt   * As an E-marketing & International Sales Manager, I oversaw the management of the company’s social media presence across platforms such as Facebook, X, LinkedIn, and other specialized websites. * Also, I managed the company’s website, developed marketing tools, and actively researched new potential customers and distribution channels. * As part of my responsibilities, I managed the copyright licensing process with prominent foreign publishing houses, including John Wiley, Kogan Page, and McGraw-Hill, based in the UK and USA. This role provided me with valuable experience in both translation and administrative fields.   March 2007 - July 2007  Allied Information Technology Service AITS, Cairo, Egypt   * I served as a Data Entry Specialist in the Communication Ministry Project, specifically focusing on the Digital Library.   May 2006 - August 2006  United Arab Group - Trainee, Cairo, Egypt   * 3 months training in IM & EX Company. * We learned how to create new marketing channels and how to arrange meetings with potential clients.     February 2006 - April 2006  language nursery - English teacher, Egypt   * English teacher assistant.   **Skills and competences**   * Arabic, C2 - Proficient user. * English, C2 - Proficient user. * Excellent knowledge of Windows OS. * Excellent Knowledge of Ms. Word. * Excellent Knowledge of Ms. PowerPoint. * Excellent Knowledge of Ms. Excel. * Excellent Knowledge of Internet and Web Search. * Photoshop. * Illustrator. * InDesign. * OCR Professional Programs. * Efficient management for social websites like Facebook, X, LinkedIn and other specialized websites concerning publishing sector. * The ability to create, design and deliver marketing tools, such as flyers, posters and e-marketing letters for campaigns. * SDL TradosStudio. * Translation Workspace. * memoQ. * Phrase.   Basically, I can learn to work with any CAT tool.  **Profile links**  https://www.linkedin.com/in/heba-sirry/  http://www.proz.com/profile/1459928  http://schahrzad.translatorscafe.com/  **Occupation**  Senior Translator, Editor, Proofreader, Localizer and DTP specialist.  **Personal Information**   * Date of Birth: 12th March 1983 * Gender: Female * Nationality: Egyptian   **Accomplishments**  I co-translated the following titles:   * (Mission America \_ الولايات المتحدة في الألفية الثالثة... قوة عظمى في مفترق الطرق), the publisher (Arab Nile Group), 2013. * *Shigeo Shingo* book (fundamental principles of lean manufacturing - المبادئ الأساسية للتصنيع اللين) * (Code of Practice for Project Management for construction and development - قواعد الممارسة لإدارة المشروعات لأغراض البناء والتطوير) (Wiley-Blackwell) |  |

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