|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | hebasirry83@gmail.com(+2) 01006856399 Cairo, EgyptCairo Egypt **Profile**https://hebasirry.wixsite.com/hebasirry**Education** Bachelor of Science, Foreign TradeFaculty of Commerce & Business Administration, Helwan UniversityCairo, 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 – CurrentAalaa 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 2022Issa for Certified Legal Translation Office - Freelance translator and Proofreader, Egypt (Remote)October 2020 - CurrentSomya Translators Pvt Ltd - Freelance translator, Delhi, India (Remote)February 2017 - CurrentFast Link Translation- Freelance translator, Egypt (Remote) August 2017 - CurrentPerfect Translators - Freelance translator and DTP, Egypt (Remote) August 2017 - August 2018Tarjamat Translations - Freelance translator, USA (Remote) February 2015 - May 2015HolidayMe - Freelance translator – Content writer, UEA (Remote)January 2015 - CurrentDarLukman Translation Services - Freelance translator, Egypt (Remote)  January 2014 - December 2014WikiTerm - Freelance translator, USA (Remote)October 2014 - CurrentVocabridge Ltd. - Freelance translator, UK (Remote)  May 2014 - CurrentBeijing - Sinoview Infotech Co.,Ltd - Freelance technical translator, China (Remote)  March 2014 - CurrentLocXpress - Freelance translator, Cairo (Remote)  March 2014 - CurrentEgytranslators - Freelance translator, Cairo (Remote)  January 2014 - CurrentAl-Andalus Group - Freelance translator, Cairo (Remote)  January 2014 - CurrentEasy Media - Freelance translator, UAE (Remote)  December 2013 - CurrentEK Translations Ltd - Freelance translator, UK (Remote) December 2013 - CurrentAlBoraq Translation Services - Freelance translator, Cairo (Remote) September 2013 - December 2013SDL Language Weaver Team - Associate, USA (Remote)* Performed post-edit tasks for my language combination.

 September 2007 - January 2012Arab 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 2007Allied 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 2006United 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 2006language 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/1459928http://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)
 |  |

.