

Amr Abdudayem Hassan Aly

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PERSONAL DETAILS

Nationality : **Egyptian**
Country of Birth : **Egypt**
Birth date : **07 March 1980**
Marital Status : **Married**
Dependents : **Wife and 2 children**

CAREER OBJECTIVE

- To secure an appropriate opportunity within a challenging work environment, that sets my professional skills to good use, allowing me to gain further knowledge, build extra capabilities and develop my potential within the career.
- To take part in developing a creative working environment aided by a dedicated staff through the implementation of creative and innovative work methods.

QUALIFIED BY

- Working for an international organization with a global mandate and a highly competitive working environment that boosts my career trajectory.
- Professional Diploma in Simultaneous Interpreting from the American University in Cairo (AUC).
- Proven Ability to efficiently translate content of different genres from English to Arabic and vice versa with premium quality.
- Long- standing experience in written and oral translation that generated cumulative language and translation-related skills.
- Constant quest for knowledge and acquiring new skills driven by clearly defined goals.

EMPLOYMENT HISTORY

May 2015 – Present	International Committee of the Red Cross (ICRC) Delegation in Cairo
Position	Translator/Reviser – Regional Communication Centre (RCC)
Role & Responsibilities	1. Translation: Translate and self-revise a wide range of texts related to the ICRC (web articles, publications, films scripts, photo captions, statements, letters, draft resolutions, reports, etc.) from English into Arabic and vice-versa, ensuring high level of quality in terms of style, cultural appropriateness and context sensitivity; making use of references whenever available; meeting agreed deadlines and taking into account ICRC terminology 2. Revision: Revise translations done by in-house and free-lance translators and giving feedback 3. Interpreting: During ICRC internal and external meetings and events (workshops, seminars, conferences, etc.), from English into Arabic and vice versa 4. Editing: Edit texts written in Arabic to bring them in line with ICRC standards 5. Proofreading: Upon request, proofread Arabic-language publications prior to print 6. Terminology: In coordination with the Head of the Translation Unit, contribute to collective efforts to update, standardize and share ICRC and other relevant terminology 7. Treatment of information: Register and treat information accurately and sensitive issues confidentially, ensuring appropriate and sustainable systems to archive/document all key documents and materials of interest to the RCC work
Jul 2012 – May 2015	Elaph Translation
Position	Quality Assurance Officer, Senior Translator/Reviser, Team Leader

Role & Responsibilities	<ul style="list-style-type: none"> • Carry out translation tasks for high-profile clients • Revise translations made by other staff members and make changes as necessary • Apply QA Checklist over a text sample (Spot Checking) • Design recruitment tests and assess the performance of different candidate categories (translator/senior translator/reviser) as part of the recruitment process • Assess translators' performance based on error severity/frequency • Maintain an error log and provide feedback • Train and Coach new employees on various translation techniques, search tools and problem-solving skills • Carry out translation tasks for high-profile clients • Perform all coordination necessary for large projects; i.e assign project segments, set up glossaries, discuss terms with team members and direct as regards references and tools to be used
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Jul 2014 – Jul 2015	eLocalize for technology SAE
Position	Translator/Reviser – Free-lance
Role & Responsibilities	<ul style="list-style-type: none"> • Translate, revise and proofread texts from EN into AR and vice versa (mostly texts of technical nature) • Revise and evaluate tests for potential candidates as part of the recruitment process

Oct 2011 – Jul 2012	Top Notch- The International Bureau of Allied Translators
Position	Legal, Financial and Technical Translator/Reviser
Role & Responsibilities	<ul style="list-style-type: none"> • Transform written material from English into Arabic and vice versa ensuring clear and sound understanding of the source text • Revise translated material ensuring correct, clear and error-free message is clearly conveyed

Sep 2005 – Aug 2011	Azmeel Contracting & Construction Company
Position	Office Manager
Role & Responsibilities	<ul style="list-style-type: none"> • Supervise, manage and monitor administrative work (incl. office administration, filing and correspondence) • Carry out all translation and interpreting activities • Undertake all coordination and communication necessary for setting up business partnerships and joint-ventures with foreign investors inside KSA • Arrange meetings, travels and events

Jan 2011 – Aug 2011	Al Obeid for Certified Translation
Position	Translator – Free-lance
Role & Responsibilities	Translate texts of diverse genres: contractual, customs and shipping documents; control forms and users' manuals

Mar 2010 – Oct 2010	Eastern Province Amana (Municipality)
Position	Technical Translator – Free-lance
Role & Responsibilities	<ul style="list-style-type: none"> • Translate engineering-related and technical forms and texts from English to Arabic and vice versa • Translated material included: BoQs, control forms, contracts, business Letters and correspondences

Mar 2005 – Aug 2005	Saudi Soft Co. Ltd
Position	Translator
Role & Responsibilities	Translate content (User Interface and Help content) of Microsoft applications (Windows, Word, Excel, PowerPoint, Project, One note)

Jan 2002 – Mar 2005	Arab Translation Centre
Position	Translator – Free-lance
	Translate different texts from English into Arabic and vice versa

Past Professional Experience as an Interpreter

In addition to present interpreting assignments with the ICRC, past experiences in this area included:

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| April 2014 | <ul style="list-style-type: none"> • Carried out consecutive, at sight and written translation for a Workshop on the Twinning Project between NAQAAE (National Authority for Quality Assurance and |
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Accreditation of Education) and the European Union

2008-2011

- Undertook consecutive interpreting during top management meetings during my tenure with Azmeel Contracting, KSA

COMPUTER SKILLS

Skill	Level
MS Word, Excel, Powerpoint	Proficient
SDL Trados Studio v2011, v2014	Proficient

LANGUAGE SKILLS

Language	Proficiency Level
Arabic	Fluent (Mother Tongue)
English	Fluent

EDUCATION & ACADEMIC AFFILIATION

Year	Institution	Description
2014	The American University in Cairo (AUC)	Professional Diploma in Simultaneous Interpreting (Consecutive & At Sight Interpreting module included)
2002	Ain Shams University School of Pedagogy	License Degree in English Literature and Pedagogy

Further Education and Training, including on the job training (in chronological order)

Date	Course/Training	Description	Venue
10 August – 18 September 2017	Arabic Proofreading	30-Hour training course that addressed: common mistakes in Arabic grammar, standard Arabic styling skills, commonly confused Arabic words	AUC
3-30 April 2016	On the job Training Mission	<p><u>Areas covered by the Mission included:</u></p> <ul style="list-style-type: none"> • Familiarization with the working environment at the ICRC Translation and Publication Units • Use of CAT Tools (DT Search, SDL Studio and Multi-Term) • Training on revising texts and spotting errors • Translate texts from Arabic into English and vice versa, with close supervision and guidance from senior Arabic and English revisers 	ICRC Headquarters, Geneva
11-14 May 2015	ICRC Regional Arabic Translation Workshop	<p><u>Areas covered by the Workshop included:</u></p> <ul style="list-style-type: none"> • Translation across levels of linguistic analysis • Translation challenges and field experiences • Oral (simultaneous & consecutive) translation • Language of law & contract drafting 	Holiday Inn – Ma'adi Corniche Cairo
1-2 June 2015	Workshop on Working for the ICRC	An introductory course to the ICRC and International Humanitarian Law (IHL); ICRC Departments, Divisions and Sections; ICRC Activities and Services	Holiday Inn – Ma'adi Corniche Cairo
2000	General English Course	Level 13 General English Language Course	AUC

Attended a number of one-session Skill Building events at the AUC:

- **How to prepare for the UN Language Competitive Exam for Arabic Interpreters, July 2014**
- **Translation Techniques and Problem Solving Strategies, April 2014**
- **How to become a UN Interpreter, December 2014**

KEY ATTRIBUTES

- Able to work independently and as a team member
- Demonstrated ability to work effectively under pressure
- Self-motivated, confident and hardworking
- Fast learner
- Have excellent written and verbal communication skills