



**Heba Ahmed Abed**  
Cairo, Egypt

E-mail: [info@arabictranslationworld.com](mailto:info@arabictranslationworld.com)  
[Heba.Abed2000@gmail.com](mailto:Heba.Abed2000@gmail.com)  
Web: <http://www.arabictranslationworld.com>  
Mobile: +2 0101630018  
Skype: TranslationWorld

## **CURRICULUM VITAE**

### **Objective:-**

Certified freelance translator with in-depth linguistic knowledge and strong computer skills in two language pairs: **English to Arabic and Arabic to English**; specialized in legal, business and IT translation with more than a decade of extensive experience that helped the former employers achieve their optimal goals as well as the current clients maintain sustaining business growth and communicate better with their customers.

### **Educational Background**

- Bachelor of Translation, English Department, Cairo University, Egypt, 2004-2008
- Bachelor of Law, Cairo University, Egypt, 1988-1992
- International Computer Driving License (ICDL), 2007
- Professional Certificate in Computer System & Application, the American University in Cairo (AUC), 1994-1996
- Certificate of Completion of GoldMine System, US Embassy, Cairo, 2008
- Certificate of Completion of Problem Solving and Decision Making course, US Embassy, Cairo, Egypt, 2007
- Certificate of Completion of Business Etiquette Course, US Embassy, Cairo, Egypt, 2008
- Certificate of Completion of How to Handle Difficult People, AUC, 2007
- ISO 9001: 1994 Awareness Training Course, 2001
- Achievement Certificate for commercial Aviation Course, 1995

### **Memberships and Accreditations:**

- Certified translator by the Egyptian Translators Association (membership No. 10865)  
<http://www.egyta.com/listedTranslators8.htm>
- Certified translator by the Arab Professional Translators Society (Membership No. 10555)  
[http://www.arabtranslators.org/certified\\_members\\_501\\_600.asp](http://www.arabtranslators.org/certified_members_501_600.asp)
- Certified translator by TranslatorsCafe.com  
<http://HebaAbed.TranslatorsCafe.com>
- Certified translator by Proz.com  
[http://www.proz.com/certificates/pro/pro\\_certificate\\_994925.jpg](http://www.proz.com/certificates/pro/pro_certificate_994925.jpg)

## **Computer & Internet Skills**

- Excellent knowledge of Windows XP& Windows 7.
- Excellent knowledge of Microsoft Office (Word, Excel, Power Point, Access).
- Good command of Adobe Acrobat Program.
- Good command of Front page program.
- Professional web navigator and researcher.
- Certified user of SDLTrados Program 2007.  
<http://arabictranslationworld.com/TradosCert01.jpg>

## **Sample clients**

- 1) DLA Matouk Bassiouny and DLA Piper Middle East, UAE.
- 2) Lessons For Life International, San Francisco, USA.
- 3) Any Language Network, Illinois, USA
- 4) Ministry of Agriculture, Amman, Jordan.
- 5) KPMG, Muscat, Oman
- 6) Synergy Language Services, UK
- 7) Veritas Language Solutions Ltd, UK
- 8) The Embassy of the United States of America, Cairo, Egypt.

In addition, I have done numerous translation jobs for other countless clients. I keep my clients' information in the strictest confidence.

## **Areas of Translation Expertise**

Providing translation, localization, editing and proofreading services from English to Arabic and Arabic to English. In addition, certified stamped translation services are also offered into both language pairs.

As a holder of a bachelor degree in translation as well as another university degree in law, I am specialized in **legal** translation. Moreover, I have over a decade of extensive translation experience in a wide range of subjects including the following:

- Legal documents : contracts, treaties, human rights, patents, copyright, trademarks, taxation and customs, pleadings, bill of indictments, minutes of meetings, memoranda of understanding, legal reports and correspondence.
- Financial Translation: financial statements, banking documents, feasibility studies.
- Economic business reports.
- Business documents.
- Educational texts.
- General technical matters.
- Website translation/internet & E-commerce.
- Software localization.
- Medical translation.
- Political subjects.
- Press releases.
- Women issues.
- Human resource literature.
- General documents: All types of certificates(i.e., birth certificates, marriage certificates, high school certificates, university certificates, graduation certificates, sports certificates, official certificates, recruitment certificates, criminal records, driver licenses ...etc), brochures, invitations, handbooks, proposals, newsletters, visa, passports, e-mails, faxes and others.

- Some of my projects are published under "**Project history**", sample translations are found under "**Portfolio**" on my Proz.com profile at: <http://www.proz.com/profile/994925> ; more samples are provided upon request.

Translation Capacity: 3000 words per day.

### **Work Experience**

- Worked as a Program & Legal Translator for the American Embassy in Cairo, Egypt.
- Worked as an Executive Assistant & Translator for Ericsson Egypt Limited.
- Worked as an Executive Assistant & Translator for Novartis Egypt.

For more information about services, rates, payment, and testimonials, see my website at: <http://www.arabictranslationworld.com>

As for references, you can check out the testimonial page my website at: <http://www.arabictranslationworld.com/testimonials.html>

More references will be furnished upon request.