




SIMONE FAHIM MANHARY

English <> Arabic

Translator, Editor, Proofreader & SME

Arab Professional Translators Society (APTS) membership #10360

Syndicate of Commercial Professions membership #01/11567/00

Proz.com Certified PRO 

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**Member of the
ProZ.com
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English to Arabic

First: Education

- Postgraduate diploma in Translation, Faculty of Arts - English Section, Cairo University 2012.
- Licentiate of Arts English Section, Major Translation, Faculty of Arts, Cairo University 2009.
- Bachelor's Degree in Accounting, Faculty of Commerce, Ain Shams University, 2000.
- Educated at language schools till the secondary stage.

Second: Work experience (about 8 years; more than 3 million words)

Dates : August, 2012 till now

Employer : *Self-employed*

Position : **Freelance Translator, Editor, Proofreader and SME**

Main duties - Translating, editing, proofreading and quality checking a huge variety of text types
- Providing subject matter expertise (SME) to the clients from all over the world on commercial subjects

Dates : September, 2011 till July 2012

Employer : *Elaph Translation - Egypt (an ISO 9001:2008 and EN 15038 Certified Company)*

Position : **Senior Reviewer and Subject Matter Expert (SME)**

Main duties - Revising and editing text translated by other in-house translators prior to delivery to the client;
- Providing subject matter expertise (SME) to the firm;
- Translating special texts that need to be handled with utmost care;
- Carrying out research activities to gain a better understanding of the nature of the text under translation, edit or review;
- Preparing glossaries and providing references to the team to help achieving consistency;
- Giving introductory sessions to prepare the work team for huge projects that need collaborative contributions
- Carrying out orientation sessions for newly enrolled junior translators
- Answering clients' queries regarding translation works the Company has done.

Dates : August, 2009 till September, 2011

Employer : *Tagdeed Translation Services - Egypt*

Position : **Senior Translator**

Main duties - Translating texts on various subjects from English into Arabic and vice versa
- Editing texts in my main fields of specialty (i.e. commercial and legal subjects)
- Leading, mentoring and instructing juniors
- Helping with editing and proofreading tasks

Dates : April, 2009 till July, 2009

Employer : *Yehia Youssef and Associates - Sworn Translators, Egypt*

Position : **Translator**

Main duties - Translating texts on various subjects from English into Arabic and vice versa

Dates : May, 2006 till April, 2009

Employer : *Self-employed*

Position : **Freelance Translator**

Main duties - Translating texts on various subjects from English into Arabic and vice versa

Third: Services Provided

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| (i) Written Translation | (ii) Translating Official Documents and Certificates |
| (iii) Subject Matter Expertise (SME) on Commercial Subjects | (iv) Localization |
| (v) Web sites translation and SEO | (vi) Quality check & Candidate evaluation |
| (vii) Subtitling (using PoliScript and Subtitle Workshop) | (viii) Post-editing |
| (ix) Editing and Proofreading (accepted only under certain circumstances) | (xi) Transcreation |
| (x) Retranslation | |

Fourth: Areas of expertise

Key Domain	Sub-domains
Finance	Financial accounting (financial statements and reports, IPO's and merger & acquisition reports) Managerial & cost accounting (due diligence reports, feasibility studies and compliance reports) Banking Taxation Insurance
Economy	Financial markets, instruments & derivatives (stocks, futures, forex, commodities and indices) Market reviews Fundamental and technical analysis Economic calendar events and economic press releases
Management	Business Administration Human Resources Management Organization and institutional structures Governance and investors' relations Enterprise Resource Planning (ERP)
Other Commercial Subjects	Statistics Financial Mathematics Marketing (as a science)
Law	Codes, contracts, articles of association, memorandum & articles of association, certificates, formal forms and applications
Media & Politics	International organizations reports Publications and current affairs press reports
Medical & Pharmaceutical	Selective sub-domains
Tourism, travel and hotels	
Education and scientific material	Math, physics, biology, chemistry and IT for primary, preparatory and secondary stages
General	Politics, advertisements, media, science...etc.

Fifth: Computer Skills

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| ❶ CAT tools: | : Trados 2007, SDLX Edit, Trados Suite 2009, Trados Suite 2014, Word Fast |
| ❷ WINDOWS and Internet: | : Advanced experience |
| ❸ Microsoft Office | : Mastering Word, Excel, Access, PowerPoint |
| ❹ Illustrating software | : Adobe Photoshop, Adobe Acrobat, & CorelDraw |

Sixth: Major Clients

International Bodies, NGOs and Movements:

- ✧ Child and Youth Finance International, Amsterdam
- ✧ United Nations High Commissioner for Refugees (UNHCR)

Asia & Asia Pacific:

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| ✧ Andovar Pte., Ltd, Singapore | ✧ Elanex translation services (Australia regional branch) |
| ✧ Urban Translation Services Ltd. Sti, Turkey | ✧ Vernacular World Co. - Indonesia |
| ✧ Palex Languages & Software, Russia | ✧ Voice Over Asia, Thailand |
| ✧ El Dorado Academy, India | ✧ La Exactly Software Pvt. Ltd., India |

Europe:

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| ✧ Lionbridge Global Sourcing Solutions, Inc., Ireland | ✧ Wordwide FX, Spain |
| ✧ SDL Language Weaver Inc., Romania | ✧ ActivTrades PLC, UK |
| ✧ Elanex translation services (regional branches in Spain, Italy, France and Poland) | |
| ✧ RR Donnelly, London, UK | ✧ ZuluTrade, Greece |
| ✧ Translate Plus Limited, UK | ✧ Word Master, UK |
| ✧ Lingvo House Translation Services Ltd., United Kingdom | ✧ Moldova Work Co., Moldova |
| ✧ Top Language Centre, s.r.o., Czech Republic | ✧ Code System d.o.o., Serbia |
| ✧ Fusion Media Ltd., Cyprus | ✧ Majoros Language Solutions, Hungary |
| ✧ Brightlines Translation, UK | ✧ Translate Media - UK |

MENA:

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| ✧ Rosetta International, Jordan (subtitling) | ✧ Arabicized, Iraq |
| ✧ Kwintessential Arabia, UAE | ✧ Trans-Localize, Egypt |
| ✧ Bahrain Maritime & Mercantile International Co. (BMMI), Kingdom of Bahrain | |
| ✧ OrchyTech, Egypt (localization) | ✧ Arabic Translate Co., Egypt |
| ✧ Selective Resources, Egypt | ✧ Transformation Action Group (TAG), Egypt |
| ✧ EgyLingua, Egypt | |

N. America:

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| ✧ RR Donnelly, Chicago, USA | ✧ Progressive Information Technologies (Magnus Group Inc.) USA |
| ✧ Day Translations, Miami, USA | ✧ International Communication by Design, USA |
| ✧ Elanex translation services, Headquarters in San Francisco, USA | |
| ✧ Language Institute of Atlanta, USA | ✧ World Access Trans, Las Vegas, USA |
| ✧ Worldlingo, Las Vegas, USA | ✧ International Translating Company, USA |
| ✧ Feature Subtitling & Translation. USA | ✧ Audio To-Go, Inc., USA |

S. America:

- ✧ S4U Languages Sao Paulo, Brazil