

LANGUAGES

English-Arabic
French-Arabic

Farah van der Kooi, MSc MCIL CL MITI

Certified-Sworn Arabic Translator, Member of Dutch Legal Aid Council, WBTW

- *Legal & financial Translation*
 - *Academic Translation*
 - *Arabic copywriting & editing*
 - *Language assessment*
- Skills:**
- *Project management*
 - *Teaching & e-learning*
 - *International business communication*
 - *MENA cultural consultancy*

SAMPLE OF RECENT PROJECTS

- ≥ 250,000 words **translation** from English to Arabic of exams and **academic/website** materials of a leading UK university's MBA programme which covers key management disciplines, people skills, economics, marketing, accounting, finance, and project management.
- ≥ 7,000 words of **financial translation** from English to Arabic about predictive analytics, budgeting, planning and forecasting.
- ≥ 17,000 words of **legal translation** from Arabic to English of criminal and civil hearings and human rights reports on gross violations against human rights.
- ≥ 50,000 words **Arabic copywriting/editing** of political and economic research projects run by an international NGO on topics related to the constitution, human rights, and local governance.
- ± 5000 words per week **legal translations** including contracts, power of attorneys, trade agreements, financial reports, medical documents, and different certificates.
- 30,000 words **IT translation** from English to Arabic for a US based American multinational technology company which designs, develops, and sells consumer electronics, computer software and online services.
- 20,000 words **translation** of a project related to the role of Arab women in the accounting profession and their integration in Scotland.

TRANSLATION EXPERIENCE

English-Arabic Language Assessor/Examinator *Institute of Translation & Interpreting UK* | May 2021-present

- Collaborate with ITI as an institute which aims at promoting the highest standards in the profession.

Freelance English-Arabic-English Sworn Certified Translator & Copywriter | Nov. 1994-present

- Translate **academic programs** from English to Arabic since 2017: accounting, competitive strategy, economics, finance, human resources, marketing, negotiation, organisational behaviour, project management & strategic planning.
- Translate **legal and financial academic** research studies.
- Provide **certified/sworn translations** of birth, marriage and divorce certificates, education diplomas, transcripts, criminal records, court orders, court hearings, medical reports, contracts, etc. to submit to official authorities, consulates, universities and other organisations and institutions.
- Provide **technical and commercial translations** to SMBs, companies, agencies, multinational corporations, profit and non-profit organisations operating in different fields: law, banking, business, corporate communications, economics, finance, human resources, and insurance.
- Translate from English to Arabic shareholders agreements, accounting records, investment & economic agreements, income tests, balance sheets, and financial reports.
- Translate **B2C websites and brochures**.

English-Arabic in-house Translator *Edinburgh Business School Heriot-Watt University, Edinburgh, UK* | Aug. 2017 – Aug. 2018

- Deliver academic translations for all business school MBA program.
- Translate English-Arabic-English of exams, transcripts, student answers and website.

SPECIALISATIONS

Academic e-learning
Law
Human rights
Governance
Women's Empowerment
Finance
Economics
Business Communication

SERVICES

Certified Translation
Sworn Translation
Localization
Copywriting/Editing



English-Arabic in-house Translator & Arabic Content Writer | *Egypt's International Economic Forum & ARTOC Group (Skoda Automotive & Emaar Misr Construction), Cairo, Egypt* | Aug. 2002 - May 2007

In-house Translator & Communication Executive MENA | *British American Tobacco, Cairo, Egypt* | Sept. 2000 - June 2002

English-Arabic in-house Translator & Arabic Content Writer *Al-Otaiba Group, Cairo, Egypt* | Sept. 1997 - Aug. 2000

English-Arabic in-house Translator & Registrar Euro-Arbitration System *Arab-British Chamber of Commerce, London, UK* | Nov. 1995 - Aug. 1997

TEACHING EXPERIENCE

Business English & International Communication Lecturer *Hanze University of Applied Sciences Groningen* | Aug. 2018 – Aug. 2020

Teacher of Arabic as a Foreign Language (TAFL) *Language Trainers UK* | Aug. 2017 – Aug. 2018

Business English Trainer *Language Partners Amsterdam* | Dec. 2016 – present

Teacher of Arabic as a Foreign Language *University of London, The School of Oriental and African Studies (SOAS)* | Oct. 2015 – Jul. 2016

Researcher *University of Groningen, English Applied Linguistics & TEFL* | Aug. 2007 – Sept. 2010

Teacher of English as Second Language & Business English | *School of Commerce & Management, Ibn Zohr University, Agadir, Morocco* | Sept. 1994 - Sept. 1995

EDUCATION

The School of Oriental and African Studies (SOAS), University of London

Diploma in Teaching Arabic as a Foreign Language | 2016

Imperial College London

Translation Technology – Localization Diploma | 2012

Heriot-Watt University Edinburgh

Master of Science (MSc.) in English <> Arabic Translation & Interpreting | 1994

Ibn Zohr University Morocco

Bachelor of Arts (BA) in English Language & English Applied Linguistics | 1993

International Baccalaureate Bilingual Diploma | 1989

COMPUTER SKILLS

- Microsoft office: Word, Excel, PowerPoint, Outlook, Publisher & SharePoint.
- SDL Trados, MemoQ
- Blackboard Collaborate
- Graphic design platforms: Ambescript video editor, Mural, Canva.