**Sahar Soliman**

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SAHAR.SOLIMAN@GMAIL.COM

Based in the D.C. metro area, providing freelance translation and interpreting services to multiple translation agencies and NGOs in multiple fields in the DC metro area and nationwide since 2009. Active member of the American Translators Association (ATA) and the National Language Service Corps (NLSC).

# EDUCATION

**The American University**, *School of International Service.* **Washington D.C.**

Masters in International Service, concentrating in International Negotiation and Conflict Resolution, Class of 2021.

**The American University in Cairo**, *School of Continuing Education, Arabic and Translation Studies Division*

Professional Certificate in Written Translation, April 2004.

**The American University in Cairo**, *School of Continuing Education, Arabic and Translation Studies Division*

Professional Certificate in Simultaneous Interpreting, May 2005.

**Ein Shams University**, *Faculty of Al-Alsun, English Language Department*

B.A. in English language, literature and translation, 2003.

# EXPERIENCE

**The Embassy of the State of Qatar in Washington D.C.**

*Translator and Media Analyst* (March 2010-present) Translate all Embassy incoming and outgoing correspondence, reports, newsletters, etc; prepare issue-specific media reports; handle all legal and confidential translation matters; provide interpretation for high-profile and diplomat-level meetings, briefings, events, etc. Prepare reports and briefings on multiple matters to be shared with the capital or the US Department of State, Congress and US other government agencies and think tanks. Prepare memos ahead of meetings for the diplomats and work closely with them on reporting back to the capital, including on highly sensitive and classified matters. Prepare background profiles for exchange delegations for all Embassy departments, primarily political, legal and government affairs. Draft a myriad of writings, including but not limited to, emails, remarks, letters and cables to the US partners and back to the capital.

# The Atlantic Council, Rafik Hariri Center for the Middle East

*Associate Director for Arabic Language Resources* (March –– July 2015) Overseeing the development of a well-integrated web portal in Arabic (website content, Facebook, and social media outreach); managing the process of translation, editing, and posting Arabic-language content on a daily basis; editing submissions from Arabic-language writers and ensuring that content is relevant and timely; promoting Hariri Center blogs, publications and resources on Twitter and Facebook in Arabic; recruiting regional contributors to write for the Hariri Center in Arabic.

**The Microfinance Network of the Arab Countries, Sanabel**

*Translation Coordinator* (September 2008-September 2010)

Managing daily translation assignments for the Sanabel Network; responsible for translation of daily updates to the Arabic Microfinance Gateway website varying from news and events to job announcements ([http://arabic.microfinancegateway.org](http://arabic.microfinancegateway.org/)); coordinating translation of a wide range of documents related to the microfinance industry; maintaining Sanabel relations with translation/interpretation service providers.

**AMIDEAST, USAID/Egypt-funded Administration of Justice Support Project**

*Judicial Translator* (February 2005-August 2008)

AOJSII is a USAID/Egypt-funded project working on the enhancement of selected institutions of the Egyptian Ministry of Justice and is working on a court automation plan. Work involves written translation as well as simultaneous, consecutive and at sight interpretation for the American experts and the Egyptian judicial partners. As for written translation, I work on translating all kinds of documents produced by the American experts or the judicial partners tackling fields of judicial education, policy and strategic planning, judicial information technology as well as any legal or administrative documents. Interpretation is basically performed in meetings, workshops, trainings, walk-throughs and high-level meetings with the Egyptian Ministry officials. Also, interpretation is usually performed at field visits to the various Courts and Ministry institutions. My work involves travel throughout Egypt to the governorates in which courts are being automated.

**The American University in Cairo**

*Translation and Interpretation Instructor* (May 2005-Sep. 2009)

Part-time faculty member of the Arabic and Translation Studies Division, School of Continuing Education, American University in Cairo. I teach written translation and simultaneous, consecutive and at sight interpretation courses. Evaluations have always been highly positive. Listed on the Honor Roll of the School of Continuing Education for the Fall 2007 semester.

**Cairo Institute for Human Rights Studies**

*Coordinator of the Translation and Foreign Publications Unit* (Jan 2004-Jan 2005)

Duties included the following: 1) Translation of all documents, press releases, reports, etc produced by the Center; 2) Prepare material and supervise the English issue of the *Sawasia* newsletter issued by the Center; 3)Supervise the English version of the website and translate the relevant material to be uploaded to the website; 4) Conduct simultaneous and consecutive interpretation in meetings, seminars, workshops, conferences and all events organized by the Center; 5)Supervise the book translation plan and follow up with the freelancers working on book translation; 6) Edit and revise all material received from the freelancers.

**The Egyptian Organization for Human Rights**

*Coordinator of the Translation and International Relations Unit* (August 2003-Jan 2004)

Duties were divided into two major parts: translation and international relations work. Translation duties included translation of all EOHR reports, press releases, and all relevant documents. Consecutive interpretation was performed in meetings with foreign experts or the funding institutions. Moreover, I was managing a wide network of freelancers who work for EOHR. The international relations duties were basically concerned with the EOHR correspondence and reporting to the funding institutions. I was responsible for compiling narrative and financial reports on any activities performed by EOHR to be presented to the donors. I was also in charge of updating and supervising the English version of the website.

**Freelance Translation and Interpretation Services** (August 2003 – Present)

Most recent clients include: Catholic Relief Services, Atlantic Council, the Syrian Forum, Carnegie Endowment for International Peace, Bank Information Center, ACCION, the US Social Security Administration, among others. Former clients include multiple Egyptian, regional and international human rights organizations e.g. Cairo Institute for Human Rights Studies, Land Center for Human Rights, New Woman’s Studies Research Center, Women and Memory Forum, the International Human

Rights Law Outreach project, the Human Rights Association for the Assistance of Prisoners, the Euro-Mediterranean Human Rights Network, GTZ-Egypt, CGAP, MIX Market, Save the Children UK, the Netherlands Organization for International Development Cooperation (NOVIB), OXFAM International, the International Network for Economic, Social and Cultural Rights and others.

# MEMBERSHIPS AND AFFILIATIONS

* **The American Translators Association (ATA)**
* **The National Language Service Corps (NLSC)**

## The National Capital Area Translators Association (NCATA)

# PUBLISHED Translations

 Two chapters of the Arabic translation of the *9/11 Congress Commission Report* published

by Al Ahram Center for Political and Strategic Studies.

 One Chapter of the *Arab Strategic Report (2003 –– 2004)* published by Al Ahram Center for

Political and Strategic Studies.

 Miscellaneous literary pieces for *Al Mawred Al Thaqafy* (Culture Resource).

 Articles and research papers for *Democracy Review*, a publication of Al Ahram Foundation.

 Articles on adolescent reproductive health for several editions of the Arabic version of the

*Reproductive Health Matters*, published by the New Woman’’s Research Center.

 Wrote two articles for *Sawasia* periodical on the *Separation Barrier* and *Freedom of the*

*Media in the Arab world.*

# RELEVANT EXPERIENCE

 October 2009, administered the 2009 UN Examinations for Arabic Translators, Editors and

Interpreters.

Invited by the IMF testing team to take the written translation test held in Cairo on April 28, 2006 and an interview that followed. In May 2006, I received a contract package to sign effective June 1, 2006 through April 2007. The contract is renewed and ends in April 2008.

 April 2008, completed a course on teaching Arabic for foreigners, administered by the

American University in Cairo. Holder of the *Professional Certificate for Teaching Arabic as a Foreign Language*.

 Volunteer with *the 2008 World Day Against Child Labor*, organized by the International

Labor Organization Sub-regional Office in Cairo.

 Volunteer instructor in two rounds of the *Cairo Community Interpreters Program* delivered

by the Forced Migration and Refugees Studies Department, the American University in Cairo.

**SKILLS**

***Personal & Professional skills***

 Excellent inter-personal skills

 Leadership and teamwork skills

 Problem-solving and prioritization techniques

## Computer Skills

 Excellent Knowledge of MS Office and social media.

## Language Skills

 Arabic: Native

 English: Excellent (Reading, Writing, and Speaking)

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* Certificates and references are available upon request \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*