
Shaimaa Basha

Freelance English and Arabic Translator

Member of the American Translators Association

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Nationality: Egyptian



PERSONAL SUMMARY

- **English and Arabic translator with over seven years of experience.**
- **Member of the American Translators Association.**
- Has a Bachelor's Degree in Arts and Literature.
- Training experience include a training at Mitsco Translation Office on translation techniques, an SDL Trados extensive training at Serial Translation Group, and recently completed a training at Lingua International regarding courts translation, in addition to completing an advanced level of Pleadings and Courts Judgments Course with Dr. Mahmoud Sabra.
- Recent translation experience includes working with Al Torjoman for translation services, Translation Citadel and several other companies.
- Currently working with Trajem Translation Company in Riyadh as a senior Arabic-English Translator.
- Fields of experience are legal, financial, media, psychological, educational, and technical translations.
- Familiar with CAT tools.
- Able to work under pressure and reach client satisfaction.
- Previously worked as an English Instructor.

Education

- Bachelor of Arts in English Literature

AZ –Zagazig University – Egypt

2007-2011

Certificates

- Completed English Advanced course in the American University in Cairo with final grade A-.
- Completed English Upper Intermediate course in the American University in Cairo with final grade B+.
- Completed Spanish Beginner levels (3 levels) in Cervantes Institute in Cairo.
- Passed the **IELTS** test with a score of **7.5 /9**.

Trainings:

- Completed a training on Translation Techniques at Mitsco Translation Office in Cairo.
- Completed an SDL Trados extensive training at Serial Translation Group.
- Recently Completed a training at Lingua International specialized in courts translation.
- Completed an advanced level of Pleadings and Courts Judgments Course with Dr. Mahmoud Sabra.

Source language:

- English
- Arabic

Target Language:

- English
- Arabic

Translation Experience Areas (7 years translating in the following fields):

- Legal
- Media
- Financial
- Technical
- Psychological
- Education
- Engineering
- E-Marketing
- Information Security

Professional Experience

- **English Instructor (January 2013 to January 2014)**

Worked as an English Instructor for (ACLIT), the American Center for Languages and Information Technology, Teaching English as a second language to adults and college graduates.

- **Freelancer Translator (January 2014 to July 2019)**

Working as a freelance translator for a number of offices, organizations, and companies providing (Arabic-English) and (English-Arabic) translation services, my responsibility involves translating documents, researches, and articles from the target language to the source language while ensuring high quality translation and proficiency in meeting the deadline, worked with Al Torjoman for translation services, Translation Citadel and several other companies.

- **Current Translation Position (July 2019 to current)**

Senior Translator at Trajem Translation Services. My responsibility includes translating documents from English-Arabic and vice versa. I am also responsible for editing documents and maintaining client satisfaction. Responsible for assessing and reviewing all tests submitted by candidates applying as translators.

Clients:

- Servo Trans Company for Translation Services.
- Al Torjoman for Translation Services.
- Translation Citadel for Translation Services.
- Trajem Translation Services.

Duties:

- Translation of documents and researches from Arabic language to English & vice versa.
- Reviewing and editing documents.
- Liaising with clients to discuss any unclear points and maintaining client's satisfaction.

Volunteer Experience:

- As a translator for:
 - Monterey Road Elementary school.
 - Superstars Literacy.
 - Office of Iowa State Long-Term Care Ombudsman.
 - Translation for progress.org
- Member of Global Voices Organization.

Key Skills and Competencies:

- Familiar with translation CAT tools.
- Able to fluently speak Arabic and English
- Excellent communication and social skills.
- Able to work with tight deadlines.
- Highly skilled in Word, Excel and Microsoft Outlook.
- Willing to work under pressure.
- Able to prioritize work.
- Able to edit and review documents.
- Able to maintain client's satisfaction.

Linguistic Skills:

- Arabic (Mother Tongue)
- English (Fluent)
- Spanish (Beginner)

Personal Data

Name: Shaimaa Basha
Birthday: 15/07/1990
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Email: Shaimaa.mustafa.m@gmail.com
Nationality: Egyptian
Interests: Reading, blogging, meditating.

References upon Request