



Curriculum vitae

PERSONAL INFORMATION

Name: Rashed Yowakim

Nationality: Egyptian

Date of birth: 23/10/1969

MOTHER TONGUE:

ARABIC-Native

LANGUAGE KNOWLEDGE

	ENGLISH
◆ READING	Excellent
◆ WRITING	Excellent
◆ SPEAKING	Excellent

PERIOD	DIPLOMAS/QUALIFICATIONS OBTAINED	UNIVERSITY, INSTITUTES, ETC.	COUNTRY
1988-1991	Bachelor of Arts	Ain Shams University	Egypt
2001-2002	Advanced studies certificates in Business Administration & Office Management	American University of Cairo	Egypt

PROFESSIONAL EXPERIENCE

Dear Sir/Madam,

Concerning your announcement for Arabic –English Translator/Reviser, it is my pleasure to apply for this job I have been working as a translator/editor and proofreader from Arabic into English and vice versa for more than 20 years in various fields, which included legal, advertising, web-localizing, media, news, commercial, medical & pharmaceutical, technical, political and other fields. My experiences have been practiced within multinational companies and international environment. In addition, I have sufficient experiences in publishing companies for revising publishing material, prepared for final print. In addition, I have translated more than ten websites for great companies over the world. I also translated more than 8 English books into Arabic; most of them have been published with ISBN.

I am also approved as an associate translator by ATIO (the Association of Translators and Interpreters of Ontario, Canada).

I am certified by TransPerfect USA as a Life- science and pharmaceutical professional translator.

In addition, I have Bachelor Degree and a professional certificate in Business Administration Studies and Office Management from the American University in Cairo.

Please have a look into my LinkedIn profile: www.linkedin.com/in/rashed-b-elias-70120766/

I have been working as a translator since **1995** and have translated approximately **300,000** pages in the following subject fields: **life sciences, government documents, contracts, immigrations, corporate documents, advertising, web-localizing, media, news medical, pharmaceutical, legal, European affairs, web-localization, technical, patient questionnaires and clinical trials.**

2000-2023

Senior Translator & editor, English-Arabic

Translated texts for the European countries, for large companies such as: TransPerfect USA, Translation24, Argos Ireland, Corporate translation USA, and many others;

I have been working as a translator/editor and reviser from English into Arabic and vice versa for more than 20 years in various fields included **legal, contracts, life sciences, government documents, and communication technologies – ICTs. Immigration, corporate documents, advertising, web-localizing, media, news, commercial, medical & pharmaceutical, technical, culture bridges, tenders, and other fields.** My experiences have been performed within multinational companies and international environment. In addition, I have sufficient experiences in publishing companies for revising the material, prepared for final print and publishing. In addition, I have translated more than TEN websites for great companies over the world.

Working as a translator & editor included these following areas, in which I worked and revised:

1. Legal field translation (contract, company profiles, court lawsuits, criminal laws, other)
2. Communication technologies – ICTs.
3. Security & surveillance appliances
4. Stock markets
5. Game localization
6. Tourism & hotel translation, I translated various websites for booking.com
7. clinical researches and trials
8. Financial translations, including all bank products and cards (I have translated the great financial website of (www.mymoneyskills.com/arabic) for 49000.381 words, please check attached certificate.
9. Medical & pharmaceutical translator and reviser for Novartis Pharma Egypt, and TransPerfect USA. I translated and revised for these two companies more than 200.000 words only in medical, pharmaceutical field and medical questionnaires.
10. I translated and localized medical website (www.maxhealthcare.in)
11. Patent translation (medical & pharmaceutical)
12. I translated (www.smartcashglobal.com), and another great financial website of (mymoneyskills.me/Arabic)
13. I translated various software translations such as iPods..(I translated, Gowalla iPod, <http://gowalla.com>).
14. I translated and localized TntMPD software, (<http://www.tntware.com>)
15. translation of educational website (<http://www.koenig-solutions.ae/>) for 15000 words
16. I have translated the website (www.mkcl.com)
17. I translated WordPress plugin website

18. I translated and localized the website for (www.homeauto.com/main.asp).
19. I translated and localized the website for (lis-translations.com)
20. I have translated the website of (www.flexfilm.com)
21. I have translated the medical website of (www.maxhealthcare.in)
22. Military field & governmental documents
23. Multicultural marketing, branding and consulting
24. Technical translations and Patents
25. Political & economic field, in which “I have translated the economic partnership” book.
26. Quality procedures manuals, company activities and other various fields in which I worked for a Dutch company and translated the company legal contracts, deals, and all manuals of nearly 120 quality management manuals (each manual is about 150 pages, total 18000 pages translated).
27. Projects and feasibility studies.

In addition, I am qualified to work as a reviser and editor for the classical Arabic language.

Please check detailed experiences below

Experiences

Job Title: freelance & full time Senior translator – Reviser & editor	Employer: MC Translate Malta, Argos – Poland, TransTrans UK, Transedium UK	From: 2008	To: 2023
Job Title: translator –Reviser	I was assigned to translate, and proofread translations from English into Arabic, in the following fields: Legal contracts, media news, agreements, certificates, brochures, technical catalogues, surveys, medical fields including clinical trials pamphlets, patient questionnaires and al other translation documents of various fields.		
Job Title: Senior translator – Reviser	Employer: San George Translation Center	From: 2013	To: 2019
Responsibilities	As a full time translator, I was responsible to translate, proofread all assigned translations from Arabic into English & English into Arabic, in the following fields: Legal domain including, company contracts, academic certificates, legal disputes & court decisions, medical reports, all other translation urgent domains.		
Job Title: Senior translator – Reviser	Employer: TransPerfect USA, Corporate USA	From: 2007	2010
Responsibilities	Responsible to translate and proofread medical. & legal documents and branding, harmonization for large clients such as Johnson & Johnson, Moderna, others, for behalf of TransPerfect USA.		
Job Title: Medical Translator /Editor	Employer: Medical Center of Dr. Laban”	From: 02/2005	Till: 12/2008
Responsibilities	Translating, proofreading medical brochures from English into Arabic and vice versa in various medical and pharmaceutical leaflets and researches.		
Job Title: Translator /Editor	Employer: CEOSS Publishing (NGO)	From: 2002	To: 2004
Responsibilities	Responsible to translate, revise, edit numerous of publishing material of books, essays, brochures, all written and publicity materials, translating the “economic partnership”, in addition to performing some administrative tasks related to book publishing & editing. Working as a reviser included both source English language & target Arabic language, in addition to editing the translated books according to the rules of the Classical Arabic language.		
Job Title: non—contracted pharmaceutical Reviser	Employer: Novartis Pharma Co.	From: 1/2001	Till: 6/2003
Responsibilities	My job task is to revise the translated medical pamphlets from English into Arabic for one of the most international companies in the field of pharmaceuticals “Novartis Pharma”. I reviewed during this period nearly more than 8 projects and each project included about 30.000 words.		

Job Title: Office Manager / Translator	Employer: Quality Management Systems "Dutch Co."	From: 9/99	To: 12/2001
Job description:	<p>Office Manager & Translator, and Interpreter from English into Arabic and vice versa in a multinational Co.</p> <p>Tasks included:</p> <ol style="list-style-type: none"> 1. Tasks as an office manager were performing all the secretarial administrative duties besides correspondences, sending faxes, updating data, and using computer, as well as carrying out the managerial duties such as staffing, controlling, and directing and aids for promotion. 2. Tasks as a translator: Performing all the translations from English into Arabic and vice versa for all manuals, reports, audits of quality, technical translation for activities of the certified bodies, translation for the contracts and legal documents, beside interpretation for the company meetings between senior managers, clients and staff. <p>During this period of work as a translator I translated many of the quality procedures manuals form English into Arabic and vice versa such for large companies such as:</p> <ol style="list-style-type: none"> 1. Ghabbour Co. in which I translated its quality procedures manuals and to get its certification from the mother company QM in Holland, 2. Kollaly for computer, 3. GESCA for medical equipment, and other companies ISO certified. <p>These mentioned above companies are some of the companies I translated for them their quality procedures manuals and all their quality documents in behalf of my company QM.</p>		