

CV
Marwa Adly

Date of Birth: 1994
Nationality: Egyptian
Email: Mero.adly512@gmail.com

Education:

- 2016: Bachelor of Language & Translation in Faculty of Al Alsun, Ain Shams University.
- 2012: Graduated from Safia Zaghloul Secondary School.

Language Pairs:

- English <> Arabic

Work Experience:

- September 2016 up to January 2023 —————> HR, Public Relations Department and Secretary at Serial Translation Company.
- February 2023 up to October 2023 —————> Full Time Translator at Golden Bridges Company.
September 2016 till now —————> Freelancer Translator at Serial Translation Company
(Translated many files and documents in various fields such as:
General - Legal – Medical- Insurance translation)

Tasks:

- Dealing with new applicants for obtaining a job and making for them interview.
- Dealing with customers who need to translate many documents in different languages.
- Registering the emails and request of the customers on sheets.
- Translating different types of texts En <> Ar, general, technical, engineering, medical and especially in legal field.
- Reviewing translations done by junior translators to ensure adequate use of terminology and context appropriate language.
- Train junior translators.

Courses:

English Courses at American University in Cairo	"2019-2020"
Subtitling Course	"August 2020"
Cat Tools Course	"August 2020"
English Courses in Maadi Library	"August 2019"
English Pronunciation	Online Course "May 2020"
Search Engine Optimization	Online Course "July 2020"
Jobs in Digital Marketing	Online Course "July 2020"
Business Skills	Online Course "July 2020"
Fundamentals of Digital Marketing	Online Course "July 2020"
Voice Over and Dubbing Course with Ibn Sina Academy	"November 2020"

Technical Skills:

- *CAT Tools: SDL Trados, MemoQ, Wordfast
- * Microsoft Office: Word- Excel- Power Point

- * Subtitle
- * Making videos with voiceover skill.
- * I have a YOUTUBE CHANNEL named دروس و حکایات