

# CURRICULUM VITAE

## Dalia Mostafa Osman

### Residence

London, UK

E-mail [daliamostafa@gmail.com](mailto:daliamostafa@gmail.com)

## OBJECTIVE

An eloquent English-Arabic & Arabic-English translator, interpreter and language trainer, seeking an opportunity where my extensive experience can be utilised

## SUMMARY & CORE SKILLS

- A native speaker of Arabic and a bicultural with first hand understanding of both English & Arabic
- Master's degree in English language & literature and BA in English language & English-Arabic translation
- Native speaking level of English, given my education, residence and family background
- Advanced writing skills in both English & Arabic
- An associate member of the Institute of Translation & Interpreting (ITI), UK
- A reliable and professional English-Arabic and Arabic-English translator with a proven ability to translate in various fields
- Highly motivated, quality-oriented and committed to deadlines
- A daily output of 2000-2500 words and quick turnaround for urgent assignments while maintaining high standards
- 9+ years of experience in translation, teaching English & Arabic as second languages, ESOL, academic writing, preparation for the TOEFL test, business communication, soft skills & human development for university students and fresh graduates
- Experienced in Trados 2011, MemoQ, Wordfast & Subtitle Edit

## SERVICES PROVIDED

Translation	Proofreading	Transcription	Subtitling
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## SUBJECTS OF EXPERTISE

Humanities	Education, pedagogy & linguistics	Contracts & legal documents
Government & politics	Financial Statements & general accounting	Science & environment

## PROFILE ON PROZ

<http://www.proz.com/profile/2022934>

## EDUCATION

<b>Jan. 2011</b>	MA in English Language & Literature <b>GPA:</b> Excellent Equivalent to British Master's degree as assessed by NARIC, UK	The Faculty of Arts, Ain Shams University, Cairo, Egypt
<b>May 2004</b>	Pre-MA year	The Faculty of Arts, Ain Shams University, Cairo, Egypt
<b>May 2003</b>	BA in English Language & Literature <b>GPA:</b> Very Good in the first degree "With Honours" Equivalent to British Bachelor's degree as assessed by NARIC, UK	The Faculty of Arts, Ain Shams University, Cairo, Egypt

## RECENT CPD

July 2015	Anatomy for Pharmaceutical Translators
July 2015	SmartCat for Freelancers
June 2015	Web Localization Techniques & Tips
June 2015	SDL Trados 2015
June 2015	SWATI, University of Westminster

## COMPUTER SKILLS

- Computer**
- Excellent MS – Office (Arabic & English) skills: MS-Word, Excel, PowerPoint
  - Subtitle Edit
  - Express Scribe
  - **CAT TOOLS:** SDL Trados Studio 2011, MemoQ & Wordfast

## PROFESSIONAL MEMBERSHIPS

### July 2014 – Present

An associate member of the Institute of Translation & Interpreting (ITI), UK

## WORK EXPERIENCE

### Sept. 2014 – Present

Freelance translator with multiple agencies

	Verbatim Interpreters Ltd	UK
	UTS Translation	Dubai
	Languages for Life Ltd.	UK
<b>Clients</b>	Thames Translation Group Ltd	UK
	TermTron	USA
	Expert Language Solutions Ltd.	UK
	Beltranslation International	USA
	The British Museum	UK
	Vice News	UK

#### **Responsibilities:**

- Providing translation and proofreading services in different disciplines: contracts, legal documents, humanities, pedagogy, financial statements, general accounting, linguistics, etc.

### Feb. 2014 – May 2014

Arabic Language Instructor (part time), *Al-Noor Foundation*, London, UK

#### **Responsibilities:**

- Planning & preparing the syllabi
- Delivering the course material
- Providing support and assistance to the other school activities

### Nov. 2013 – Apr. 2014

Operation Manager, *Havering Community Learning Association (HCLA)*, London, UK

#### **Responsibilities:**

- Conducting all the administrative duties of the association, including maintaining the finance and the students' records
- Managing the facilities and providing the necessary assistance to teachers
- Planning and executing the marketing plans
- Liaising between the board members, teachers and parents
- Ensuring that the safety regulations are adhered to

### **Sept. 2011 – Sept. 2013**

Course Supervisor & English Language Instructor, *Misr International University (MIU)*, Cairo, Egypt

**Courses Taught:** Intensive (ESOL), English for Academic purposes (FAE2), Analytical Writing (EAP), Argumentative Papers (Freshman 1) & Research Writing (Freshman 2)

**Translation-related responsibilities:**

Translating the university prospectus, website material, university publications and official documents for administrative purposes

### **July 2008 – Sept. 2013**

Copywriter & translator, *Bayan for Human Development*, Cairo, Egypt

**Responsibilities:**

- Translating and wording all the literature for the marketing and advertising campaigns: brochures, leaflets, posters, commercial videos & website material
- Translating the outlines for the courses provided by the organization
- Translating, proofreading and subtitling the video productions of the organization: educational videos, lectures, seminars, conferences & meetings

**Fields of specialization:**

Human development, pedagogy, marketing, advertising, culture, business skills & human resources

### **Sept. 2008 – Sept. 2013**

English Language Instructor, *Misr International University (MIU)*, Cairo, Egypt

**Courses Taught:** English for Academic purposes (FAE2), Analytical Writing (EAP), Argumentative Papers (Freshman 1) & Research Writing (Freshman 2)

**Translation-related responsibilities:**

Translating the university prospectus, website material and official documents for administrative purposes

### **Sept. 2008 – Sept. 2013**

English Language Instructor & Soft Skills Trainer (part time), *Al-Khaleej for Training & IT (New Horizons)*, Cairo, Egypt

**Courses Taught:** Elementary & advanced levels of English (ESOL), Elementary & advanced levels of Business English, Presentation Skills, Time Management, Business Communication Skills & Writing

**Translation-related responsibilities:**

Translating the proposals, outlines and material of the different courses offered by the company

### **June 2008 – Sept. 2009**

Translator, *Tanweer Group*, Cairo, Egypt

**Responsibilities:**

- Translating and subtitling many of the most internationally popular TV shows and documentaries for some of the most popular TV channels in the Middle East

**Fields of specialization:**

TV shows, soap operas, documentaries & sitcoms

### **Jan. 2008 – Aug. 2008**

English Language Instructor & Soft Skills Trainer (full-time), *Al-Khaleej for Training & IT (New Horizons)*, Cairo, Egypt

**Courses Taught:** Elementary & advanced levels of English (ESOL), Elementary & advanced levels of Business English, Presentation Skills, Time Management, Business Communication Skills & Writing

**Translation-related responsibilities:**

Translating the proposals, outlines and material of the different courses offered by the company

### **Aug. 2006 – June 2007**

Translator & proofreader, *Right Start*, Cairo, Egypt

**Responsibilities:**

- Translating and wording the literature of *Right Start's* anti-drugs campaign in the Middle East, which was conducted under the auspices of the World Health Organization (WHO)

**Fields of specialization:**

Medicine, health, culture change & drugs awareness

### **Sept. 2005 – Dec. 2007**

English Language Instructor, *Modern Sciences & Arts University (MSA)*, Cairo, Egypt

**Courses Taught:** ENG 80 & ENG 90(ESOL), Junior Writing (ENG 101), Business Writing (ENG 102), Research Writing (ENG 201)

**Translation-related responsibilities:**

Translating the university prospectus, website material and official documents for administrative purposes

### **May 2004 – June 2007**

Translator & copywriter, *ZAD Group*, Cairo, Egypt

**Responsibilities:**

- Translating and wording all the literature for the marketing and advertising campaigns: brochures, leaflets, posters, commercial videos & website
- Translating the outlines of the courses provided by the organization
- Translating, proofreading and subtitling the video productions of the organization: educational videos, lectures, seminars, conferences & meetings

**Fields of specialization:**

Human development, pedagogy, marketing, advertising, culture, business skills & human resources

### **June 2004- Aug. 2005**

English Teacher, *Manarat Al-Farouk Language School*, Cairo, Egypt

### **Sept. 2003 - May 2004**

English Teacher, *Al-Andalus Language School in Maadi (ALS)*, Cairo, Egypt

## **ADDITIONAL SKILLS**

**Management**

- Successfully managed a team of up to eight teachers in my capacity as a course supervisor in *MIU*

**Additional Languages**

- Basics of French

## **ACHIEVEMENTS & AWARDS**

<b>Jan. 2011</b>	<b>Certificate of Appreciation</b> for hard work & outstanding achievement	Misr International University (MIU), Cairo, Egypt
<b>June 2010</b>	<b>Instructor of the Term</b> for outstanding performance	Misr International University (MIU), Cairo, Egypt
<b>Feb. 2008</b>	<b>Certificate of Appreciation</b> for outstanding performance	Modern Sciences & Arts University (MSA), Cairo, Egypt

## **PUBLICATIONS**

<b>Jan. 2011</b>	<i>Science &amp; The Spiritual Quest in John Banville's Tetralogy: Doctor Copernicus, Kepler, The Newton Letter &amp; Mefisto</i>	Ain Shams University Library, Cairo, Egypt
<b>2011-2013</b>	Contributed to the English department publications as part of curriculum development	Misr International University (MIU), Cairo, Egypt
<b>2006-2007</b>	Contributed to the English department publications as part of curriculum development	Modern Sciences & Arts University (MSA), Cairo, Egypt

## **WEB PUBLICATIONS**

- Created, developed & managed the following educational wikis:  
<https://sites.google.com/site/intensivepracticeb/>  
<https://sites.google.com/site/intensivepracticea/>  
<https://sites.google.com/site/intensivepracrice/>
- Created, developed & managed the following blog on language teaching & translation:  
<https://daliamostafatesl.wordpress.com/>

## **REFERENCES**

**Can be furnished upon request**