Emad Abul-Magd, MBA

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| **Academic Achievements** |

2003 – 2005 – **Translation Diploma**

 Faculty of Arts, Cairo University

 Grade (Very Good), Ranking First on Class 2005.

1996 – 2000 – **Bachelor of Languages**

 English Department, Faculty of Languages, Ain Shams University.

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| **Accreditation and Memberships** |

**Sworn Legal Translator**

Certified by the United Arab Emirates Ministry of Justice.

**Candidate for Certification**

A member with good standing at Association of Translators and Interpreters of Ontario (ATIO)

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| **Work History and Professional Experience – Translation**  |

**Founder and Senior Translator**

Lingo**Perfect Translation Inc. Ottawa, ON, Canada** *2017.1 – Present*

**Tadawel Legal Translation Services – Dubai, UAE**  January 2015 – *Present*

Lingo**Perfect** is a leading translation and localization company. Headquartered in Dubai and Ottawa, we provided a full suite of language services in different fields and key areas including, but not limited to, the following:

**1- Translation:**

* + Translation into Arabic and English of Commercial Leaflets & Books, Sales Brochures, Legal Documents, Contracts, Certificates, Technical Manuals, Computer Manuals, Training Guides, Handouts, Film Scripts and Packaging Materials.
	+ Other general subjects are considered upon reviewing the text.
	+ A database of specific terms is kept for each particular company to ensure consistency in all follow up translations.
	+ **Technical Translations:**
		- Operation and Maintenance Systems and User Manuals of many products including, but not limited to, electronic, medical equipment, scanning devices, power stations, mechanical equipment…etc.
		- Benq, Samsung and HP Products.
		- Fire Alarming Systems.
		- Information Technology.
		- Computer Programs Operation Guide.
		- Computer Systems.
	+ **Legal Translation:**
		- Articles of Association.
		- Memorandums of Understanding.
		- Distribution Agreements.
		- Franchise Agreements.
		- Joint Venture Agreement.
		- Lease Contracts and subcontracting agreements.
		- Bylaws.
		- Power of attorneys.
		- Agency Agreements.
		- Consultancy agreements and contracts.
	+ **Medical Translation**
		- Health Authority – Abu Dhabi (HAAD) brochures and document.
		- Abu Dhabi Health Services Co. (SHEA) annual reports and relevant document.
		- British Medical Journal publications and website (http://www.bmj.com).
		- Localization and translation of articles and documents of Sidra Medical and Research Center, Doha, Qatar (<http://www.sidra.org>).
		- Manuals and brochures of Diabetic Boot Company products.
		- Directions for using Topical 5-Fluorouracil for Actinic Keratoses.
		- Latent tuberculosis (TB) infections.
		- Nuclear stress test instructions.
		- Wound Care Instructions for Skin Biopsy.
		- Recommendation for sun protections.

**2- Localization:**

* + Localization of Computer Software, Menu Strings and websites. We accept files as HTML, MS Word, RTF, TEXT or in other common word processing and DTP software.
	+ We have excellent command of commonly used localization tools such as: Trados Workbench, SDLX, Déjà Vu, WordFast, Catalyst, Microsoft Office suite, Adobe FrameMaker, Adobe Illustrator, Adobe InDesign, Adobe Photoshop, Macromedia Fireworks, QuarkXpress, Paint Shop Pro, Macromedia Flash, Macromedia Dreamweaver, Adobe GoLive, Microsoft Help Workshop, SQL server, Oracle, Apache..etc.

**3- Transcreation and Naming Test Consultant Services:**

* + Transcreate texts and taglines for brand companies in and outside the UAE.
	+ Provide naming test consultant services including selecting the best name for a new brand company, product…etc in terms of phonetics, conception, and visual issues…etc.

**4- Proofreading, Editing & Reviewing:**

* + Excellent command of proofreading and editing all types of translations.
	+ When the material at hand is of a highly specialized nature, we hire other specialists in that subject matter to help us with the project to ensure that the final material is totally correct and error free.
	+ We can carry out editing and proofreading in any file formats or any CAT tools; Doc Files, XLS, PPT, TTX, XML, INX, PHP, HTML, Trados, Loco Studio, SDLX, Déjà Vu, Wordfast, Catalyst, Robo Help, Helium…etc.

**5- Copywriting - Advertising and Marketing Agencies:**

* + Develop creative ideas and concepts.
	+ Create attention-grabbing, informative text that describes and promotes products.
	+ Copywrite for print ads, billboards, catalog descriptions, blog entries, and/or television and radio commercials.
	+ understand the product about which I am to write.
	+ Learn about what need the product meets, how it works and who the intended user will be.
	+ Understand what type of writing works best for a particular media outlet, whether it's print, television or Web-based, and the best way to convey a message to the target audience.
	+ Proofread a copy to check spelling and grammar.
	+ Amend, revise or redevelop adverts or campaigns in response to feedback from clients.
	+ Liaise with production companies, photographers, typographers, designers and printers.
	+ keep up to date with popular culture and trends.
	+ Monitor the effectiveness of advertising campaigns.

**6-** **Transcription**

Great experience in handling Audio and Video files with the following characteristics:

* + Good listening and attention to detail
	+ Patience
	+ Discipline & Responsibility
	+ Smart and informed
	+ Good grammar, spelling & vocabulary
	+ Microsoft Word knowledge
* **Senior Translator**

**Lotus Translation Service – UAE Dubai 2005 - 2015**

**Key Areas of Expertise:**

* **General Law:**
	+ **Law firm portfolios;**
	+ **Legal correspondence; and**
	+ **Legal studies, the last of which was "*Methods of Amicable Dispute Resolution*" by Neil Kearney and *Rules for Expertise of the ICC International Centre for Expertise*.**
	+ **Articles of Association**
	+ **Court Judgments and Orders**
	+ **Memorandums of Understanding**
	+ **Joint Venture Agreements**
	+ **Distribution Agreements**
	+ **Rent & Lease Contracts**
	+ **Agency Agreements**
	+ **Building, construction and consultancy agreements and contracts**
	+ **Legal projects and legal cases for International Criminal Court**
	+ **Legal claims and projects for International Court of Justice**
* **Marketing, General Business and Finance:**
	+ **Promotional material for electronics, cosmetics, food products, medical products, auto products, heavy equipment, retail chains, international investment opportunities, financial services and other products and services.**
	+ **Annual reports, balance sheets and final account statements.**
	+ **Annual reports**
	+ **Corporate budgets**
	+ **Feasibility Studies for many big companies – UAE & Egypt**
	+ **Financial Statements**
	+ **Bank projects on home financing, real estate financing and car finance**
	+ **Marketing projects for a number of banks in Egypt, UAE and worldwide**
	+ **Brochures and flyers for many hotels, vacations and time-share companies.**
* **Senior Translator and Translation Manager at Bayan Translation Services** from 20/7/2004 until 10/7/2005.
	+ - **Job description:**

I undertook the responsibility for the cycle of work; distributing work on 15 translators and supervising them while doing translation.

* + - **Translating and editing press releases and periodicals for brand names.**
		- **Making copywriting, ghostwriting and editing for brand companies in all fields.**
		- **Conducting revisions and checking on translation production.**
		- **Training and supervising a group of translators.**
		- **Reviewing translators output on daily basis.**
		- **Translating patent, legal, technical, medical, commercial, scientific and literary works/ documents**
		- **Finding, qualifying and monitoring resources**
		- **Translating and editing user manuals and documentation.**
* **Umma Press Service** from 20/12/2002 until 19/7/2004
	+ **Translator:**
		- **Job description:**

I was in charge of translating and proofreading news items from different Egyptian and Arab newspapers and magazines. Such news items include general, political and economic news.

* + **Translating press releases and periodicals.**
	+ **Translating and editing user manuals and documentation.**
	+ **Reviewing translators output on daily basis.**
	+ **Finding, qualifying and monitoring resources.**
	+ **Conducting revisions and checking translation production.**
* **Dar Uttarjama (Translation Bureau), Kuwait City, State of Kuwait from 8/11/2001 to 14/11/2002**
	+ **Translator:**
		- **Job description:**

I was responsible for translating legal and commercial documents and contracts in addition to agreements such as loans and franchise agreements. I also translated banking, economic and commercial material, including contracts and agreements in addition to lawsuit statements and defense briefs.

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| **Publications** |

* I have translated two books:
	+ **United Nations Development Program (UNDP) entitled “Islamic Guide to Face AIDS” (الدليل الإسلامي لمواجهة الأيدز).**
	+ **“A Muslim-Atheist Dialogue” (حوار بين مسلم وكافر)**

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| **Core interpersonal competencies** |

* Excellent presentation and facilitation skills
* Distinguished coaching style
* Creative and entrepreneurial thinking
* Analytical approach in problem solving
* Fostering teamwork & coaching others
* Excellent oral and written communication skills
* Ability to build strong work relationships

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| **Computer skills**  |

* Trados Workbench, SDLX, Déjà Vu, WordFast, Catalyst, Microsoft Office suite, Adobe FrameMaker, Adobe Illustrator, Adobe InDesign, Adobe Photoshop, QuarkXpress, Paint Shop Pro, Macromedia Flash, Macromedia Dreamweaver, Adobe GoLive, Microsoft Help Workshop, SQL server, Oracle, Apache..etc.
* Microsoft Office 97/2000/XP (MS Word ‘50 words per minute’ – Excel)