



Europass Curriculum Vitae

Personal information

First name(s) / Surname(s) **Samira Sakr**
Address 550A, Madinat Elfardous, 6th of October City, Cairo (Egypt)
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E-mail(s) samarsakr@yahoo.ca
Nationality Egyptian
Date of birth 10/11/1979
Gender Female

Desired employment / Occupational field

Translator

Work experience

Dates	2009 → now
Occupation or position held	Translator
Main activities and responsibilities	Translation & proofreading
Name and address of employer	The World Association for al-Azhar Graduates Cairo (Egypt)
Type of business or sector	Translation

Dates	2001 - 2016
Occupation or position held	Freelance Translator
Main activities and responsibilities	Translation & proofreading
Name and address of employer	Various Clients Cairo, Kuwait, UAE (Egypt, Kuwait, UAE), Germany
Type of business or sector	Translation & proofreading

Dates	2003 - 2009
Occupation or position held	German Teacher
Main activities and responsibilities	Teaching
Name and address of employer	Akhnaton College Cairo (Egypt)

Dates	2002 - 2003
Occupation or position held	Translator & Executive Secretary
Main activities and responsibilities	Translation, filing, organizing
Name and address of employer	Daghash Tenda Cairo (Egypt)

Dates	2001 - 2002
Occupation or position held	Translator
Main activities and responsibilities	Translation & proofreading
Name and address of employer	Akher Khabar Journal Cairo (Egypt)
Type of business or sector	Translation

Education and training

Dates	1997-2000
Title of degree	BA in Translation & Languages
Name and type of organization providing education and training	German Department, English (second language) Faculty of Alsun, Ain Shams University

Courses	AUC: Foundation Certificate in Written Translation (FCWT)
	Ain Shams University : English Translation course
	Scholarship in Germany : (Goethe Institute Germany) (July 2009)
	Goethe institute Cairo : Translation courses
	Goethe institute Cairo : Conversation courses
	British Council : Conversation course

Professional Skills – Hard worker, able to work under pressure

- Ability to efficiently handle and manage large translation projects
- Ability to efficiently manage teams and work in teams
- Dedication in work and timely delivery of assigned projects and tasks
- Outsourcing to other freelance translators

Organisational skills and competences

- Leadership: I am responsible for a team of 4 people
- Good experience in team management;
- Sense of organization.

Computer skills and competences

- Good command of Microsoft Office tools (Word, Excel and PowerPoint);
- Internet;
- Good Command of Trados (CAT tool)

Artistic skills and competences

Translation and proofreading