

FAZAL ABBAS

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SUMMARY

- Arabic to English translator specializing in legal and financial texts; ATA and CHICATA member
- Studied law for one year at Cornell Law School and majored in Finance at The University of Texas
- Experience translating agreements for Damascus University and summarizing Arabic laws into English during a United Nations internship

EXPERIENCE

Independent Contractor **04/2013 – Present** **Translator and Interpreter**

- Meet strict deadlines while translating documents from Arabic into English
- Translate complex financial documents such as financial statements, court decisions, and loan contracts
- Interpreted for Arabic-speaking patients at hospitals and clinics

Riverside Publishing (via Pro Unlimited), Itasca, IL **02/2016 – Present** **Order Entry Clerk/Processor**

- Accurately and efficiently process orders and enter them into the company's information system
- Assist with warehouse operations and perform other clerical work

The University of Chicago Press, Chicago, IL **05/2015 – 08/2015** **Inventory Expeditor/Project Assistant II**

- Checked inventory and investigated and corrected discrepancies
- Created purchase orders, verified details, and sent stock receipt notifications to client presses
- Assigned primary pick locations for titles based on demand
- Suggested a simpler method for organizing some outbound books, which improved inventory accuracy

Wholesale Interiors, Bensenville, IL **01/2015 – 05/2015** **Operations Analyst**

- Processed furniture orders and worked with online retailers to resolve customer service issues
- Used Microsoft Excel's vlookup function to match orders with tracking numbers and look up other information
- Used NetSuite (the company's ERP system) to identify inventory issues and modify, create, and close sales orders
- Worked with account managers to improve processes and identify more efficient ways to serve customers

United Nations ESCWA, Beirut, Lebanon **06/2012 – 08/2012** **Legal Research Intern**

- Compiled a list of laws affecting gender-based violence in every Arab country
- Researched Arab countries' national action plans for combating gender-based violence
- Wrote an article discussing the applicability of international conventions to the rights of domestic migrant workers

Damascus University, Damascus, Syria **01/2011-05/2011** **Translation Intern**

- Translated international cooperation agreements from Arabic to English and vice versa
- Prepared summaries describing potential partner institutions

TECHNOLOGY

SDL Trados 2015 and Microsoft Office

EDUCATION

BA in Arabic and BBA in Finance, The University of Texas at Austin