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**2017 to date**

* **Translator** for Sol Marzellier Traductores’s Office (Registered Office: Spain)
* Translation of English into Arabic and French into Arabic documents for Sol Marzellier Traductores.

**2013 to date**

* Working in **collaboration** with several **translation** **offices** (Farouk Tazerouti’s and Belaid Hamici’s Translation Offices)
* Translation in the following fields: Education, Training, Policy, Economy, Literature, Medicine, etc.

**2011 to 2013**

* Office secretary and **Translator** at Farouk Tazerouti’s Bureau, (accredited and sworn Translator/Interpreter)

**2011 to 2012**

* Teacher of English and French languages.
* In charge of delivering **curriculum using the 21st century skills** and achieving **SMART** objectives (Simple, Measurable, achievable, Realistic and Task-oriented objectives)

WORK EXPERIENCE

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* SNEB (National strategy for the Blue Economy in Algeria), for the Delegation of the European Union to Algeria (Fishing and Tourism) **(114 pages, French-Arabic**).
* Air pollution prevention certificates, China Classification Society) (**English-Arabic**)
* Certificates of boat Inspection (**English-Arabic**)
* Environmental effects of aviation **(French-Arabic)**
* **In General**
* Algeria 2016, 2017 and 2020 Human Rights Reports (AMERICAN EMBASSY) (**English-Arabic**)
* Manuals for British Council: for example “Supporting School Reform in Algeria Project (BC in collaboration with the Ministry of National Education of Algeria), Inspector Competence Framework (BC in collaboration with Ruskin Education), NAGGF Algeria Study Tour, Improving teaching and learning in Algeria” (**English Arabic**).
* Bonnes pratiques associatives en matière d’insertion socio-économique des jeunes vulnérables en Algérie HUMANITÉ & INCLUSION (EX-HANDICAP INTERNATIONAL) (**French-Arabic)**
* Algeria - 2017 International Religious Freeedom Report (AMBASSADE AMÉRICAINE) (**English Arabic**).
* 2017 Report on CNDH activities (NATIONAL COMMITTEE ON HUMAN RIGHTS-ALGERIA) (**French-Arabic)**

**OBJECTIVES**

* Meet new translation company clients
* Meet new end/direct clients
* Work for non-profits or pro-bono clients
* Screen new clients (risk management)
* Network with other language professionals and help or teach others with what I have learned over the years
* Transition from freelancer to agency owner

**SKILLS**

Samples of translated documents

* Motivation, sense of responsibility, punctuality, ability to adapt to new requirements, versatility, teamwork, discretion and confidentiality
* Sense of planning, ability to work well under pressure and to work to strict deadlines, ability to work at pace, Ability to multi-task, able to handle confidential information in a sensitive and professional manner.
* Understanding of strategic communication and how it can contribute to the achievement of specific development goals;
* Excellent writing skills; ability to engage with partners and forge productive working relationships;
* Familiarity with global development issues.
* Strong organizational skills and ability to multi-task.
* Responsible, responsive, and enthusiastic

Passionate multilingual translator with 10 years experience in French-English -Arabic translations. Linguaphile from early childhood. Bachelor’s Degree in Translation. Translated over 200 complete projects, ranging from documents to entire websites and books. Arabic and French Teacher. Looking to further improve translation skills.

**SUMMARY OF QUALIFICATIONS**

+213 555 182 352

Algiers, Algeria

mohandachrouf@gmail.com

**2016/2017**

* Training provided by Shaneschool, El Biar, Algiers, Algeria.
* Training how to use **21st century skills** to provide high quality teaching.
* How to use **learn-focused new methods** to ensure high achievement and ongoing improvement for all students

**2007/2011**

* **Bachelor’s Degree** in **Translation** and **Interpreting** from Ben Yousef BEN KHEDA university, Algiers, Algeria.

**2004/2007**

* Baccalaureate Degree in Literature and Human Sciences (distinction: Good) from Abdelkrim SUISSI Secondary school, Ben Messous, Algiers, Algeria.

TRAINING AND EDUCATION

MOHAND ACHROUF