

This is the CV of Ayman Mohamed El Shemy, an experienced translator who worked in different positions that are related to translation since 1998 till now. I would be happy if you have a close look at my qualifications below. This CV contains the following:

1. Personal and Contact Information	2
Info about me and how to contact me.	
2. Education	2
My education and courses.	
3. Availability	2
When you can reach me.	
4. Work History	3
The positions I have occupied before.	
5. Experiences	5
Different experiences I gained while working in this filed.	
6. Software and Computer Skills	6
Software programs I can handle.	
7. Samples of Projects	7
Names of clients, projects and companies I worked for.	

Personal and Contact Information

Name	Ayman Mohamed Mahmoud
Gender	Male
Birth Date	November, 1977
Nationality	Egyptian
Location	6 th of October, Egypt
Marital Status	Married, with children
Address	6 th of October, El Fardous City, building 72, Flat 514
Email	Ayman_shemy@hotmail.com
Mobile	012 700 12 704
Skype	Ayman_shemy

Education

University Degree	B.A. Languages, Faculty of Languages (Alsun Faculty), Ain Shams University, Egypt
Courses	Courses in DTP on MS Word Courses in Management with Hesham Kenana Course in Java Courses in HTML programming from Kit Courses in Visual Basic From Kit Courses in computer Networks

Availability

I am available 24/7 via my mail and my mobile number mentioned above.

Work History

From 1999 till 2011, Future Group, Egypt. Posts include:

1. Translator, senior Translator, Reviewer, Group Lead, Senior Group Lead, Translation Manager

Responsibilities included.

- I have gone through all the translation department positions in Future Group, as I have been translating and reviewing different materials in every different field.
- Managing the whole team of more than 20 resources in house, and hundreds of freelancers
- Responsible for the Planning and devising the plans for the development of the whole department, including resources plans, managerial plans & different action plans
- Reporting to the CEO directly.
- Ensuring high quality is produced by the department, being the main person responsible for quality assurance in the department
- Communicate with other department in the company
- Filling annual appraisal forms for direct subordinates, and reviewing the appraisal forms made by other group leads for their teams.
- Working as the representative of the department in all events
- Preparing new translators to take part in the team
- Continuous self-planning and self-development
- Managing all the translation department tasks, including assigning resources, handling project that exceed thousands of hundreds of words per month, tracking projects' status in the department to make sure nothing goes wrong.

2. Production Manager

Responsibilities Include.

- Responsible for a group of departments that include Translation Department, DTP department, Project Managers department, Vendor Management department, and Marketing department for Tareeb, a brand under Future Group.
- Responsible for managing everything in the company.
Devising development plans for the company's different departments.
- Representing the company before the CEO, and in different events.
- Responsible for appraising the team, hiring new resources, and releasing unqualified resources.
- Responsible for quality control.
- Tracking all the work of the company and maintain the processes at the highest possible levels.

3. Vendor Manager

Responsibilities Include:

- Was responsible for recruiting new resources, either in-house or freelancers, in all languages of the world.
- Was a point of communication between resources and the Project Management department.
- Was responsible for fulfilling all the requirements of the company in relation to resource, including the DTP department, translation department, etc...
- Had a task to enhance the performance of all the vendor assistants, including training them, appraising them, and qualifying them.

4. Translation Manager – Localized Vision – 2015 to 2016

Responsibilities Include:

- Performing translation, revision and proofreading tasks.
- Built a team of in-house and freelance translators for the first time in the company.
- Was responsible for monitoring and evaluating the team.
- Provide production report about the translation department.
- Was the point of contact for all translation related matters.

5. Reviewer – Arabic Localizer – 2014 to 2015

Responsibilities Include:

- Performing translation, revision and proofreading tasks.
- Was responsible for monitoring and evaluating the team.
- All the period I spent in this company, I handled tens of thousands of words in the medical field, which is the main field in which Arabic Localizer works. I used to review the translated work in most of the cases. In some few cases, I used to translate from scratch, and in other few cases, I used to proofread the translated text.

6. Translation Manager – Diwan Business Solutions – 2017 to 2018

- Performing translation, revision and proofreading tasks.
- Was responsible for monitoring and evaluating the team.
- During the time I spent with Diwan, I handled tens of thousands of words in the Legal field, which is the main field for this company, either from English into Arabic or vice versa.

Experiences

- Worked as a full time employee in Future Group, starting as a translator in 1999, and occupied many posts in the company, including Translation Manager, Production Manager, Vendor Manager, etc... Then I worked as a full time employee in some of the companies as mentioned above.
- Worked as a freelancer with a number of the leading companies in the middle east and the world, including, but not limited to, Future Group, Crystal Minds, E-Localize, Locandmore, Localized Vision, E-localize, Diwan business solutions, etc...
- Excellent experience in some programming languages, like HTML and Visual Basic. I made some programs to facilitate the translation process in my company.
- Excellent Medical background. Translated and reviewed many manuals for some Medical hardware. During my work in Arabic Localizer, I was responsible for reviewing and proofreading very specialized medical tasks.
- Excellent Translation Background in the Legal field, with hundreds of thousands of words handled during my career. One of the companies I worked with, Diwan, was working in the legal field as the main field for the company.
- Excellent Technical Translation Background, with knowledge that exceeds 19 years in the field of localization and translation.
- Excellent background in the translation of software programs, like Microsoft, Oracle, Siebel, AccPac etc.
- Excellent translator for web sites and html files, with great experience in Microsoft, Oracle, and many other companies
- Excellent knowledge in the translation of Finance and economy
- Excellent knowledge in the translation of printers software and hardware, like HP, Lexmark, Canon, etc.
- Excellent knowledge in the translation of military equipment
- Excellent knowledge in the translation of Engineering projects
- Excellent Internet navigation knowledge
- Ability to learn the latest translation tools in the field of localization.
- Excellent Automotive translation background, with experience in the translation of different manuals for Mercedes Benz, Nissan, Bently, Chrysler, etc...

Software and Computer Skills

Excellent User of Computer, for a very long time.

Software Knowledge includes the following:

Microsoft Office Package (Word, Excel, Access, Front Page, Outlook), 2000, 2002, 2003

SDLX Trados (starting from Trados 3, 5, 6.50 7.5)

Idiom

Star Transit

Adobe Photoshop

Adobe Acrobat Reader and Writer

Microsoft Mailing Programs (MS Outlook – Outlook Express)

Microsoft Helium

Microsoft Locstudio

Oracle HyperHub

PageMaker

Déjà vu

Able to work on most of the most common operating systems, Windows, DOS, and

MAC

TransiBar

TransTool for Windows (TTW)

POET Edit

LibreOffice

Word Fast

Samples of Projects

Specialty area	Examples of the projects translated in this field
Software Localization	High and excellent experience in software translation. I translated many software and help projects for multi-national companies, such as Microsoft, Oracle, Lexmark, HP, Siebel, TrackWise and many other projects.
Hardware Localization and Electronics	I translated many user manuals and service manuals for many Electrical & Mechanical products, Electronics, Hydraulics, made by International companies such as Canon (printers, digital cameras, camcorder, projectors, scanners, copiers, faxes), HP (printers with their software), Lexmark (Printers, AIOs), Samsung (Televisions and mobiles), Sony Ericsson, Siemens, Nokia, Epson, Hitachi, JCI, Motorola, Sony, LG, Phillips, Dell, Toshiba (TVs, Monitors, etc), Kodak and efergy. Nokia, Sony, Siemens, Motorola, Pantech, Samsung, BlackBerry (Errors Database, UI, etc), Cisco JabberMobile, etc.
Telecommunication and Mobiles	Google web site, E-Learning material, different web sites for different private companies, in addition to participating in the localization of many differently oriented sites, like Hytera (www.hytera.com), in addition to participating in the Wikipedia big project as a freelancer with Future Group.
Web Localization	Google web site, E-Learning material, different web sites for different private companies, in addition to participating in the localization of many differently oriented sites, like Hytera (www.hytera.com), in addition to participating in the Wikipedia big project as a freelancer with Future Group.
Automotive Industry	Mercedes Benz, Nissan, Chrysler, Volvo, Mitsubishi, Bentley, Jaguar, etc. At the same time, I have done many manuals for heavy machinery like Caterpillar.
Information Technology	Databases, SAP/ERP, MAC terminology, Networks, Operating Systems, Peripherals, Programming, Telecomms, Unix, etc.
Legal Field Patents Copyrights	<p>High Experience in the translation of Legal Material, such as Copyrights, Patents, Contracts, EULAs, Suits, Lybian Law, Emirates Law, Legislation, Property Law, labor contracts etc.</p> <p>Project Samples: EULAs, Copyrights and Patents of many products (Nokia, Microsoft, Oracle, Hill-Rom, IFS, Lexmark, Canon, Echostar, Novell), United Nations Contracts, contract law, employment law, property law, patents, labor contracts, etc.</p> <p>Required Accuracy due to the material: I know that the wording for this type of documents is very exact and can have no ambiguity. Getting the translation of a legal document wrong can cause confusion, frustration, undue delay and a huge cost. But don't worry I can be assured that the translated document returned to you will be 100% correct.</p>

Medical Hardware such as Hill-Rom (www.hill-rom.com), (User manuals and Service manuals, Lebab, Medical Beds, Autism agencies (like www.autisme.nl, www.autismefonds.nl), and drugs and medical studies for companies like Clovis Oncology, General Medical Council, Kurmi Unified Selfcare, ONGLYZA, and Thomson_Reuters (DrugCare_Notes).

Examples of other projects for medical devices (Silipos, Lifepak, Infant Flow Advance, TESTPACK STREP A, Calypte® Aware™ HIV-1/2, Getwell website, Coeur, Zentra, NYS Office Of Mental Health - Medical Translations, Acclarent for Medical Devices, Rapiscan, Novartis, Medtronic, Inc., Respironics, OraSure Technologies, Boston Scientific, Exact Sciences Laboratories, Tempo, etc.

Financial, Management, Advertising, Administration and Management field

Management books (Marketing Basics - How to invest your money online- Teambuilding), JCI Ethics policy, Pepsi Ethics policy, papers and documents of the International Bank, marketing material for McAfee, Symantec, CHF International, ISLAMIC FINANCIAL SERVICES BOARD, ERPLN (ERP-Prio3), and many other projects.

Military field

Experience in the translation of the user manuals of tanks, guns and other military weapons, Aviation, etc. Examples of projects that I have worked in for a long time include a military project that I have done for the Iraqi government to improve their military capacities, in which I translated hundreds of thousands of words (CH2M HILL), and Défense Conseil International SA.

Educational Field

I have participated in the translation, revision, and proofreading of many Children Educational books & sites.

I have participated in the translation of many localization projects for Educational materials, including textbooks, etc. for the Ministry of Education in UAE.

I have worked in a project to translate the educational material for before-college textbooks for students of Qatar.

I have translated tens of thousands of words in projects for one of my regular clients who works in USA. These material were targeting students in different universities in different states of USA. Some of these materials were also for the policies, systems, and procedures used in these universities.

Political Field

Political projects such as those related to the UNITED NATIONS, UNRRD, Unicef and many sites related to the same concern.

Also, I've translated many documents related to political conferences and forums.

Kitchen Machinery

I have translated different material for different companies in this field. Examples of clients that I have done projects for contain Bosh, Siemens, Panasonic, in addition to many Turkish manufacturers like Arzum.

Ayman El Shemy

Freelance Translator

Teaching and E-learning

I have worked on many e-learning and teaching projects, where I translated teaching material that target different levels, from children till adults. Examples of clients include IC Citizen, Ford STARS, Harley-Davidson Motor Company, 6 Sigma, CorpStation (Atlas), and SAI. For those clients, I have done millions of words since I started working in the translation field in the previous century.

Certificates and Paper Documentations

I have great experience in translating different documentations and different certificates for different agencies, especially for the governmental sector Egypt and different other Arabic speaking countries.

Fitness

I have translated many projects in this field. My work included both web sites and manuals for the equipment that are used in this file. Examples of the companies for which I have worked for in this field include iconsupport, iconeurope,

Questionnaire Translation

For many different clients, including Snapdragon Tracker Cati, Oberoi Group, and Essel Propack.

Oil and Gas Translations

I have done many translations in this field. Examples of clients that I have done work for includes BP, Shelf Drilling, SGS, and Exxon.

Press Releases Translation

I have done hundreds of thousands of press releases. I am very good at technical writing, and, in the past, I had an opportunity to join Al-Ahram as a journalist. So, my work in the field of press releases was very much valued. Examples of companies for which I have done press releases includes Bentley Corp, Ultralab, Izdehar SME, and Macafee, Russian Standard Bank & Welcome Real-time, Qualitynet (Alcatel Lucent Enterprises OmniPCX), Jones Lang LaSalle, and Broadmoor Middle School.

Wikipedia Translation

In all different fields that exist in Wikipedia, like Medical, history, and geography.