(ABDUL)BARY HREIZ

Mississauga, ON | (416) 459-5321 | ahreiz@hotmail.com

Certified Translator | Project Coordinator | Language Consultant

Certified Arabic-English Translator and Language Consultant with over 7 years of experience in translation, linguistic quality assurance, and cross-cultural communication. Proven ability to manage translation workflows from start to finish, work closely with clients and subcontractors, and ensure compliance with quality standards. I take pride in handling multiple projects at once while keeping a close eye on detail and quality. Passionate about language accessibility and committed to remove language barriers and uphold the human right to be informed, heard, and understood.

CORE SKILLS

Translation Project Coordination & Client Communication | Quality Assurance & Editing | Team Collaboration & Vendor Management | Customer Service & Cultural Consultation | Time & Data Management | Microsoft Office Suite | CAT Tools & Translation Management Systems | Translation Project Lifecycle Management | Multicultural Communication | Attention to Detail | Cultural Sensitivity & Inclusion | Continuous Learning & Adaptability | Fluent in English & Arabic | Basic French

PROFESSIONAL EXPERIENCE

Certified Translator & Language Consultant (Freelancer), ON, Canada
Various Canadian/US Agencies & Clients (for example, Balmoral Multicultural, Technovate, Globeia INC, Immigrant Women Services Ottawa, Propio, Multilingual Connections, etc.)
(2020 – Present)

- Manage full-cycle translation projects from client request to delivery, including quotation, scheduling, coordination, and quality review.
- Communicate directly with clients to identify needs, prepare quotes, and ensure satisfaction throughout project lifecycle.
- Collaborate with a roster of translators and editors to allocate tasks and maintain consistency across multi-document projects.
- Ensure compliance with confidentiality standards and translation quality benchmarks.
- Provide cultural consultation for marketing campaigns, ensuring linguistic and cultural accuracy in Arabic-language media and advertising materials.
- Serve as exam proctor and marker for Canadian translator certification bodies, ensuring integrity and accuracy in candidate assessments.
- Deliver high-quality transcription services for audio and video projects under tight deadlines.

Key Achievements:

- Supported dozens of organizations in bridging communication with Arabic-speaking newcomers, promoting equitable access to essential services.
- Developed culturally accurate translation and localization content for various marketing and public-sector campaigns.

Arab Home - Canada, Certified Translator
(2020–2024)

- Managed and executed translation projects for legal, governmental, and educational documents, from intake through delivery.
- Liaised with clients and notaries to clarify project requirements, update timelines, and ensure deliverables met certification standards.
- Reviewed, proofread, and edited translations for accuracy, formatting, and compliance with institutional requirements.

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- Coordinated with office staff to enhance service efficiency and maintain translation database integrity.
- Assisted in social media and online communication strategies to increase organizational visibility.

Key Contributions:

- Provided certified translations accepted by IRCC, WES, and other federal/provincial authorities.
- Trained and supported new translators on workflow, quality standards, and document handling.

Government of Alberta – CPE (Communications and Public Engagement), Translator, AB, Canada
(2018–2020)

- Translated official government communication materials (press releases, web content, media scripts) from English to Arabic.
- Coordinated with communications teams, designers, and media units to ensure cohesive messaging across formats.
- Monitored Arabic-language media coverage and provided cultural insight for community engagement strategies.
- Developed and maintained a government Arabic terminology database to ensure translation consistency.
- Key Outcomes:
- Significantly improved Arabic-speaking community engagement through accurate, culturally relevant translations.
- Provided strategic recommendations on multicultural communications and public outreach.

Edmonton Immigrant Services Association (EISA), Community Translator, AB, Canada
(2018–Present)

- Provide free certified translation services for refugees and newcomers, enabling access to education, employment, and settlement support.

CERTIFICATIONS & PROFESSIONAL MEMBERSHIPS

- **Certified Member**, Association of Translators and Interpreters of Ontario (ATIO) – #3332
- **Certified Member**, Society of Translators and Interpreters of British Columbia (STIBC) – #04-14-3939
- **Certified Member**, Association of Translators and Interpreters of Alberta (ATIA)
- **Certified Member**, Arab Professional Translators Society (APTS) – #30276

EDUCATION

- Postgraduate Diploma in **Marketing and Digital Media**. Canadian Business College | Toronto, ON, 2025
- MPhil in **English Studies**
- BA in English **Language and Literature**

TECHNICAL SKILLS

- Software: Microsoft Office Suite, Adobe Creative Cloud, Canva
- Systems: Translation Management Systems (TMS), CAT Tools
- Digital Tools: SEO, Google Workspace, CRM Systems, Invoicing & Reporting

REFERENCES

AVAILABLE UPON REQUEST.