



Hanna Youssef Shehata

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EDUCATION

Minia University

Bachelor of Arts in Education (B.A)

English Language Division, Class of 2001

Grade: Good

PROFESSIONAL EXPERIENCE

I'm responsible for translating, editing, and proofreading many English books and other texts into Arabic and vice versa in different fields

WORKING FIELDS

Anthropology

Art

Business General

Education

Ethnic and Cultural Studies

Film and Cinema Studies

General

History

Humanities and Humanistic Studies

Journalism and Mass Communication

Literature

Medieval and Renaissance Studies

Philosophy

Religion

Social Science, Sociology, Ethics

FREELANCE TRANSLATIONS

- ✚ Working for *Mars Publications House*, 4 Furat st., Mohandessin, Giza, in translating some of Helen Exley's GiftBooks
- ✚ Working for www.ejazti.com in selecting touristic news as well as having it translated and posted on the website
- ✚ Working for *Dar El-Kalema*, 16 Mahmoud Bassiouni st., Down Town, in translating many books

SOME OTHER WORKS

Teaching

- ✚ Working for one year as English language teacher in a school, Minia

Marketing

- ✚ Working for Al-Namuzaj Company for propaganda and marketing in three governorates (Assiut, Cairo, and Sharkia)

CURRENT JOB

I am currently working for ALC; an American company for translation services located in Doha, Qatar

LIFE EXPERIENCE

Working for some translation offices in Cairo with many colleagues, I can absorb the Arab and Western cultures. This helps me a lot in my work as translator

COMPUTER SKILLS

Very good at Microsoft word, Excel, and Internet

PERSONAL INFORMATION

Place of birth

Matay, Minia, Egypt

Date of birth

July 28, 1980

Marital status

Single

Military service

Completed

Hobbies

Reading, writing, and listening to music

Personality

I am reliable, flexible, available, and punctual. I have a positive view on life. I believe that the work I like should be done with enthusiasm. I like challenges and finding solutions to problems. That is why I enjoy working as a translator!

Background

I have 6 years of translation experience. I started translating during my university years. Slowly I expanded into more professional kind of translation dealing with various kinds of texts

Services

- o Translation
- o Editing
- o Proofreading

Things I consider before getting a freelance project

In order to decide whether to get a freelance project, I consider the following things:

o The nature and complexity of the text

I will never accept a freelance project that I can not handle.

o The amount of time I need to complete the project

I will never take a freelance project when I know for sure that the amount of time I have is insufficient.

Finalizing a freelance project

o After I complete the translation it undergoes editing and proofreading process.

o The final product is delivered to the client.

What you get as a client

o Flexibility

I will always do my best to meet the demands where they are reasonable.

o Quality product, delivered on time

I guarantee to meet the deadline that we agree upon.

o Availability

Your comments or requests will be answered as soon as possible.