

Ghada Hassan

English <> Arabic translator & Graphic Designer

Personal Data:

Name: Ghada Mohammed Hassan

Contact Details:

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Skype ID : Ghada__sagr

Upwork_Profile: <https://www.upwork.com/freelancers/~014b1b492b86de86a4?>

Khamsat: <https://khamsat.com/user/faithp0wer>

Education & Studies

- License of Education , El-Mansoura University , English Department
- Diploma in Translation , Damietta University , Faculty of Arts , V.good degree
- Graphic and Multimedia Design at YAT Education Center , as Scholarship from MCIT – Egypt (2005 – 2006)
 - o Adobe Certified in Adobe Photoshop CS2
 - o Macromedia Flash Designer
 - o Autodesk Official Certified
 - o Berlitez English Courses from 1st to 4th levels
 - o Thomson business and soft skills Certified
- ICDL
- ICDL Course.
- Berlitz English Course

Languages

- Arabic : Native
- English: Advanced
- Korean: Basic

Computer Knowledge

- Microsoft office
- Adobe (photoshop , Illustrator , Indesign, Flash Cs3, AS2, AS3)
- Corel Draw , Inkscape
- SDL Trados 2015, SDL Trados 2017, Omega T, Wordfast Classic.
- Subtitle Workshop

Work Experience

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En.<>Ar. translator
& Graphic Designer

Skills

- Ar<>En. Translation
- Transcription
- Data Entry
- Desktop Publishing.
- Graphic Design

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In house:

Typist & Assistant in VIP Office

- Editing and typing notes and documents.
- Designing Silkscreen cards via Corel Draw.

Trainee at YAT Education Center

- Under the Scholarship of Graphic and Multimedia Design from MCIT
- During the project, I was responsible for flash Action script plus designing

Secretary & responsible of Export Dep. in East & West Express For Int'I Shipping

- I was in charge of files related to Export, E-mail letters, the process of booking and other related tasks.

Arabic to English Translator from home for SunSoft Co.

- Translating daily reports published on the website and designed simple vectors.

Data Entry.

- Typing mathematical and geometrical data as well as well as drawing shapes.

Graphic designer in Smile Office.

- Designed different printings.

As a freelancer:

- I have been working in many fields related to translation and graphic design
- For Example:
- **In translation , Desktop publishing , Transcription**
 - I have translated topics in many fields, such as: law, history, education , Phycology and general topics
 - I have a little experience in legal translation.
 - I have completed a number of translations related to scientific researches.
 - I have completed localizing the automatic google translation of " <http://www.ceproof.es/> ", which offers

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technical services to clients looking for acquiring the «CE» Mark for recreational craft via Upwork.

- I have completed translating educational videos from English to Arabic for <https://www.binogi.com> Via Upwork.
- I have translated number of chapters from many books like "**The Administration of Sultanate of Delhi**" for Dr. Abdel-Rhman Taha via email.
- I have completing editing Arabic manuals via Indesign.
- I completed successful task related to Desktop Publishing using Indesign, Photoshop and word
- I have completed many tasks in English transcription.
- I have completed tasks via SDL Trados 2015 and SDL Trados 2017. I have also used OMEGA T before. Now, I am using WordFast classic and other online tools.

In Graphic Design

- I designed series of ads for two online campaigns for win master via Upwork

As a volunteer:

- I have started recently to participate in Coursera and TED .

Clients:

- <http://www.ceproof.es>/via Upwork
- <https://www.binogi.com> Via Upwork.
- Mahd El-Ma'rfa for translation
- Dr. Abdel-Rhman Taha via email
- Clients via Upwork, facebook , Email