**Personal Information:**

**Hadeel.355107@2freemail.com**

Name : Hadeel

Nationality: Iraq

Marital Status: Married

Date of Birth: 5- July-1973

Language: Arabic - English

Visa Status: Resident (Husband Sponsor ship).

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**Senior Translator/Interpreter & Proofreader**

**Career Objective**

A highly talented Translator with huge experience in translating , editing and proofreading documents and other materials from English to Arabic and vice versa; Aiming to build a strong career as a bilingual translator in a challenging and progressive environment, where my skills and experience can be utilized effectively.

**Education**

-Bachelor of Translation -College of Arts – Al-Mustansiriya University1994

**Summary of Qualifications**

* 10 years of experience in Translation English/Arabic , editing and proofreading works
* A member in Iraqi Translators Association
* Translating political, legal ,economic, technical, medical, sport, scientific ,literature, newspaper texts
* Translating oppositions, claims, court decisions and Laws of different countries.
* Translating contracts, assignment deeds , agreements, appeals, oppositions, court decisions , governmental notifications and instructions different types of company certificates, describing and translating trademarks ,etc..
* Translation of advertisements , brochures, posters & booklets
* Translation of advertisement & publicity designs
* Press & news translation and delivering information in accurate way to the audience
* Ability to edit and review other translations.
* The ability to practice administrative works in addition to the translation works
* Facilitate effective communication between two parties that do not speak a similar language
* Able to work under pressure

**Computer Skills**

* Proficient in Word, Excel and Microsoft Outlook
* Excellent in internet & websites research tools
* Fluent Arabic/English typing

**Professional Experience**

**Senior Translator & Editor in Trademark and Patent Regional Company , UAE (2011 – Present)**

**Responsibilities**

* Translating oppositions, claims, court decisions and Laws of UAE and different countries.
* Translating trademarks specifications ,power of attorneys, Legal cases , court cases , oppositions , counterstatements , consent letters, government notifications , decisions, cautionary notices, patent abstracts, companies registration certificates, commercial registry, certificates of incorporation, priority documents, legal documents, advertisements , booklets, posters and broachers , Ministry forms for UAE and other Arab Countries .
* Preparing information sheets of patent and trademarks, for UAE and other Arab countries
* • Translates business documents and media contents Revises and translates the company’s collateral materials (e.g. brochures, pamphlets, advertisements, editorials and presentations).
* Meeting deadlines in translating documents and files relating to patent and trademark office in UAE and other Arab countries.

**Translator –AL Emirates Legal Firm (April 2009 – January 2011)**

**Responsibilities**

* Translating oppositions, claims, court decisions and Laws
* Translating various documents like power of attorneys, assignment deeds, appeals, certificates of companies, etc.
* Practicing administrative works
* Proofread, edit, and revise translated materials.

**Translator & administrator - Panaly Consulting – Dubai -UAE**

**(Jan 2007 – Feb 2009) – (2 years)**

* Translating Market Research into Arabic and English
* Preparing translation of Feasibility Studies, Valuations and Business Plans
* Preparing presentations , posters and advertisements of the company
* Attending seminars to enhance the methods of researches translation
* Conducting researches , collecting information and using websites to facilitate the searching procedures