

## CONTACT

### ESRAA KHALED

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📍 Aswan, Egypt

## OBJECTIVE

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I am a demonstrator in the English department in Faculty of Al-alsun at Aswan University. I have worked as an English <> Arabic Translator. My experience is 3 years in Arabic <> English translation. I am interested in fields of linguistics and translation .

## EXPERIENCE

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*6-9-2021 - Till now*

- **Faculty of Al-alsun, Aswan University**  
Demonstrator in English department

*18-4-2021 - 1-9-2021*

- **Golden Bridges Certified Translation**  
Translator

I translated:

- Legal projects.
- Islamic projects.
- Commercial projects.
- Financial projects.
- Medical projects.
- Scientific projects.
- Marketing projects.

*2020 - Till now*

- **Freelancing**  
Freelance translator
  - I have translated academic texts for students in several faculties such as the Faculties of Languages, Social Work, and Engineering.
  - I have typed and formatted Arabic and English texts using Word 2010 and Word 2016.

## EDUCATION

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*2020*

- **Faculty of Al-alsun, Aswan University**  
Bachelor of English Language and Literature  
Very good with honors

## SKILLS

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- Computer (Windows 7,8 &10)
- Office skills (Windows - Word - PowerPoint - Excel - Access)

- Internet and social media
- Using Adobe Acrobat reader DC
- Cat Tools: SDL Trados Memo Q Word Fast
- Cat Tools online: Smartcat Matecat

## PERSONAL DETAILS

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- Date of Birth : 17/3/1998
- Marital Status : Single

## TRAINING COURSES

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- **English SS course**  
Donor: English SS company
- **General English diploma**  
Donor: Idea Academy
- **Conversation diploma**  
Donor: Idea Academy
- **ICDL (Windows - Word - PowerPoint - Excel - Access - IT- Internet)**  
Donor: Idea Academy
- **Soft skills & Hr programmes**  
Donor: Idea Academy
- **Internship program in translation**  
I successfully completed two months Internship program in translation  
Doner: Golden Bridges Certified Translation Co.
- **Cat Tools course**  
I have completed Cat Tools course  
Doner: Jouhara Co.  
Training: 15 h  
Grade: 94  
September, 2021