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KEY QUALIFICATIONS

Twenty(+) years of experience in translating and proofreading documents to/from English/Arabic in various fields. Extensive experience in operating various tailored computer systems and producing users' manuals as required. Experience in training coordination, preparation of training material and provision of training according to given objectives. Extensive experience in coordinating in-country participant training programs. Experience in simultaneous interpretation to/from Arabic/English with participants receiving training, whether in-country or outside of Egypt. Extensive experience working with junior and senior level government employees, foreigners, students, and instructors.

Experience in providing English language courses to graduates and corporate clients. Extensive experience in scholarship management, supervision, coordination and administration. Excellent leadership skills, time management and organizational skills, and interpersonal skills.

EDUCATION

- MBA, Arabic Academy for Science and Technology, English Section, January 2011.
- BSc Tourist Guiding, Faculty of Tourism and Hotels, Alexandria University, June 1990.

PROFESSIONAL HISTORY

DECEMBER 2018

Translator/Logistics Coordinator, Assessment of Egypt's Economic Courts, AMEX International

The purpose of this assessment was to provide USAID and its partners in the Egyptian Ministry of Investment and International Cooperation (MIIC) and the Ministry of Justice (MOJ)—with a specific focus on the specialized Economic Courts—with a strategic plan for joint cooperation in the development of the Economic Court system. Duties included translation/interpretation and logistic and administrative coordination within Egypt.

AUGUST 2015 - PRESENT

Freelance Translation & Localization Consultant, Egypt/Canada

Major Clients/Open-ended contracts:

- [Geotext/Lionbridge](#)
- [INTOSAI](#)
- World Association for Girl Guides and Girl Scouts ([WAGGGS](#))
- [Memrise](#), UK.
- [Protranslating](#)
- [DATAWORDS](#)
- [Knowledge City](#)
- [Stars Foundation](#)
- [Defense Services Marketing Council \(DSMC\)](#), UAE.
- Princess Nourah bint Abdulrahman University ([PNU](#)), KSA.
- [Foreign Credits](#), USA

MAY 2013 – JULY 2015 Head of the Translation Unit, Publishing Department, Bibliotheca Alexandrina (BA)

My responsibilities as Head of the BA Translation Unit included the overseeing of all in-house and outsourcing translation projects of the BA, in addition to the preparation of the BA Annual Report; a task that includes the compilation of data from the various BA departments, the preparation of statistical information, and the translation of all Annual Report–related documents from/into Arabic/English.

Other responsibilities also include the recruitment and overseeing of the freelance translators working on the localization of the Encyclopedia of Life (EOL) project.

OCTOBER 2009 –APRIL 2013 Senior Specialist, Publishing Department, Bibliotheca Alexandrina (BA)

The Publishing Department handles all translation, editing and proofreading throughout the BA.

As a Senior Translation Specialist, my main responsibilities included, but were not limited to:

- Translation of any materials received from any BA Unit/Department from/to English/Arabic.
- Editing and proofreading any translated materials received from any BA Unit/Department from/to English/Arabic.
- Compilation of the BA Annual Report in English. The Annual Report includes statistics, events, progress reports per department, financial reports, donors, the organizational chart, resumes for BoT members, and publications. The Annual Report is later translated into Arabic.
- Preparation and translation of all reports and materials presented to the BA Board of Trustees.
- Translation of books to be published by the BA from/to English/Arabic. Participated in the translation of the following BA published books:
 - The Legal Confrontation of Terrorism, by Dr. Fathi Sorour, around 400 pages, translated into English.
 - The Cost of Conflict in the Middle East, Strategic Foresight Group, around 150 pages, translated into Arabic.

Responsibilities also included the preparation for the “3rd Global Seminar on Linguistic Diversity, Globalization, and Development” that was held at the BA during 28-29 November 2010. Preparations for the Seminar included all logistics and financial matters, travel arrangements, hotel accommodations, catering, printing of event brochure and all other publicity materials.

JANUARY 2008 – AUGUST 2010 Program Manager, Indiana University LL.M. Program in Alexandria – Faculty of Law, Alexandria University

Indiana University, Indianapolis signed a Cooperative Agreement (No. 263-A-00-07-00050-00) with the Faculties of Law at Alexandria and Cairo Universities, whereby they will provide the IU-I LL.M (Masters Degree) in International Business and Comparative Law to Egyptian Law graduates.

Main responsibilities included, but were not limited to:

- Program launch in Alexandria.
- Identifying operational needs and requirements in Alexandria.
- Extensive coordination with the program in Cairo to ensure consistency in management.
- Coordination of all aspects related to the Visiting Faculty during his/her stay in Alexandria.
- Scheduling and coordinating seminars/symposiums in Alexandria.
- Providing IU-I program coordinator with quarterly reports on program activities in Alexandria.
- Troubleshooting issues.
- Serving as liaison for:
 - Interested Students
 - Dean of the Faculty of Law
 - Faculty Coordinator
- Supervising all marketing activities for the promotion of the program.
- All accounting and bookkeeping activities of the program.
- Monthly invoicing to IU-I.
- Providing training programs for staff as deemed necessary.

As of 2009, and due to the World Financial Crisis, the USAID funding for the project was withheld, and it started phasing out. As of January 2010, my employment contract turned part-time, ending in August 2010.

**NOVEMBER 2005 –
DECEMBER 2007**

Assistant Center Director for FGF & T6, Berlitz Language Center, Alexandria

Both the BBSA Program and T6 aim to prepare recent Egyptian graduates who were not adequately advised in their formal education—and therefore lack competitiveness in the job market—to enter the workforce and compete for positions that require internationally recognized levels of proficiency. Participants are enabled to express themselves with confidence, to give professional presentations, to work in teams and to function under pressure.

FGF/BBSA

Main responsibilities included delivering the Basic Business Skills Acquisition (BBSA) scholarship provided by the Future Generation Foundation (FGF) to fresh graduates.

Main duties included, but were not limited to:

- BBSA batch establishment, launching, and actual activation.
- Supervising project technical structure and administration.
- Preparing program schedule.
- Distributing students to groups.
- Responsible for the Management Information System.
- Responsible for solving any student/student, student/teacher, student/center related problems.
- Supervision of all activities of the BBSA coordinators and teachers and distributes tasks among them.
- Following up on teachers' attendance and replacements, preparing teachers' salaries information and submitting it to the Accounting Department.
- Preparing and analyzing final grading results.

- Issuing and distributing certificates.
- Preparing and finalizing data and procedures for the new and previous batch.
- Maintaining students' data starting from the beginning of the BBSA until the present time.

Also responsible for the coordination and supervision of any FGF related programs conducted through Berlitz Alexandria.

T6

Tender 6 is a scholarship provided by the Ministry of Communication and Information Technology (MCIT) to university graduates in coordination with various IT providers such as IBM, YAT, SYNERGY and RAYA. Berlitz Egypt provides English and soft skills throughout this tender. As Assistant Center Director for T6, my main duties include, but are not limited to:

- Program coordination with the various IT providers involved in T6 in Alexandria.
- Preparation of work schedules for both instructors and students.
- Distributing students to groups.
- Responsible for the Management Information System.
- Responsible for solving any student/student, student/teacher, student/center related problems.
- Supervision of all activities of the T6 instructors and distributes tasks among them.
- Following up on teachers' attendance and replacements, preparing teachers' salaries information and submitting it to the Accounting Department.

**JANUARY 2005 -
OCTOBER 2005**

English Language Instructor/Translator, Berlitz Language Center, Alexandria

Main duties included:

- Providing English language instruction and soft skills for graduates under the Future Generation Fund (FGF) program; Basic Business Skills Acquisition (BBSA).
- Providing tailored English courses.
- Providing English language instruction for corporate clients such as:
 - Alexandria Portland Cement Company
 - The National Bank of Egypt
 - El Ahram Beverages Company
 - Others
- Translating documents from/to English/Arabic for clients as required.

**OCTOBER 1994 -
MAY 2005**

Senior Software Documentation Specialist/Training Coordinator, Arabic Software Engineering Inc. (ARABSOFTE).

Main duties included the coordination of training courses for Water Authority Employees from Aswan, Luxor, Mansoura and South Sinai, in coordination with CHEMONICS International, Secondary Cities Project (SCP), Training Department. Coordination tasks include setting training itineraries, negotiating with trainers, handling travel logistics for trainers and trainees, and handling administrative logistics with the training personnel in the secondary cities.

Duties also included preparation of training material in Arabic, according to the training objectives provided by SCP. The training material prepared till date ranges from Microsoft applications (such as Access and Excel) to operating systems (SCO UNIX), and from query languages (such as INFORMIX-SQL and INFORMIX-4GL) to ARABSOFT tailored system applications (such as the water billing system, the cost accounting system, the general ledger system, the fixed assets system, the personnel system, the payroll system, and the inventory system).

In training courses such as introduction to UNIX Operating System, UNIX System Administration, INFORMIX-SQL, and INFORMIX-4GL, preparation of material included extensive translation from English sources.

Duties also included providing extensive training to Water Authority Employees in Mansoura, Luxor, and Aswan.

Main duties also included software troubleshooting (from a user's point of view) and developing users' manuals for the different software applications provided by the company, mainly the application systems developed under the USAID/Egypt Institutional Development Services for the Secondary Cities Project (billing system and personnel/payroll system), the financial application systems developed under the USAID/Egypt Institutional Strengthening Services for the Alexandria Water General Authority (AWGA) Project (budget preparation system, budget process system, and vehicle maintenance system) banking systems (general ledger, fixed deposits, bills of exchange, and letters of guarantee for Mashreq Bank), and health information systems for the USAID/Egypt Child Survival Project.

Duties also included translating documents from/to English/Arabic, mainly material produced under the training agreement concluded between Kreditanstalt für Wiederaufbau; Frankfurt am Main (KfW) and the Principal Bank for Development and Agricultural Credit; Cairo/Bank for Development and Agricultural Credit for Canal Governorates and Sinai; Ismailia, and Arabic Software Engineering (ARABSOFT); Alexandria, in consultation with AHT – International GMBH, Essen, such as the integration of BDAC banking systems, system changes request, and integration of loans system. Material related to the USAID funded Child Survival Project was also translated from/to English/Arabic.

Duties also included translating documents from/to English/Arabic for the Institutional Strengthening and Policy Reform (ISPR) Project, for the Alexandria General Organization for Sanitary Drainage (AGOSD), such as the Requirements Analysis Study (for various financial and administrative systems, such as the general ledger, cost accounting, budget, fixed assets, projects under execution, loans, accounts receivable, accounts payable, purchasing, inventory, personnel, payroll, and international agreements systems).

Duties also included translating documents and reports from/to English/Arabic for the USAID/EGYPT Capital Markets Project (such as the Book Entry System, the Bond Tracking System, and the Fixed Income Securities System documents) and USAID/EGYPT Alexandria Water General Authority Project (AWGA) (such as the Systems Requirements Report).

SEPTEMBER 1993 - FEBRUARY 1994 - **Participant Training Program Coordinator, Agricultural Cooperative Development International (ACDI), USAID/EGYPT Farmer to Farmer Project (FtF), Cairo.**

Main duties included identifying and proposing candidates suitable, according to the set trainee criteria, to receive short-term (3-6 weeks) extensive training in the various fields of agriculture, in addition to executing all the necessary logistics for the preparation of one or more group of the chosen Egyptian farmers the proposed extensive training. Such logistics included coordinating for the pre-departure medical clearance, visa processing, pre-departure/arrival orientation, and travel logistics. Duties also included monitoring the participants after their return from the USA to assess the application of acquired training skills and knowledge and to ensure that they have conveyed the information they gained, each in his/her specialization, to their fellow farmers who have not had the chance to receive such training.

JUNE 1992 - AUGUST 1993 **MIS Coordinator/Project Development Assistant, Agricultural Cooperative Development International (ACDI), USAID/EGYPT Farmer to Farmer Project (FtF), Cairo.**

Main duties included implementing the U.S. Volunteer program; a main project component, which included coordination with Volunteer in Overseas Cooperative Assistance (VOCA), the U.S. organization responsible for recruiting the U.S. agricultural experts for assignments in Egypt, the Ministry of Agriculture, and the Farmer to Farmer field offices. In addition to the above, duties also included the execution of all logistical matters concerning the U.S. Volunteers throughout their one month assignments in Egypt, such as accommodation in various locations, transportation, work schedules through field offices, travel logistics, occasional vacations, and any other assignment related matter. Upon arrival, volunteers were oriented as to Egyptian society, culture, customs, agricultural areas and touristic areas. They also received ample information regarding their mission, and a welcome package which included maps of Various areas in Egypt, places to go, assignment itinerary and contacts. Duties also included escorting and interpreting for a group of 7 women farmers from the Bangar El-Sokar area, Alexandria (the first women group to participate in the FtF participant training program) sent to the USA during the period from June 1992 to July 1992, to receive extensive training in fruit and vegetable production and processing. The group visited farms in California, Missouri, and Florida. Duties included interpreting between the Egyptian group and their American counterparts and handling all logistical matters throughout their trip. Duties also included closely monitoring those participants after their return to Egypt in order to assess the application of the acquired training skills.

MARCH 1992 - MAY 1992 **MIS Coordinator, Agricultural Cooperative Development International (ACDI), Farmer to Farmer Project (FtF), Cairo.**

Main duties included supervising the FtF Project's Management Information System (MIS), troubleshooting, ensuring accurate data collection, and complete data entry through the Project's field offices in Alexandria and Mansoura. Duties also included submitting periodical reports presenting the accomplishments of the MIS and highlighting areas of weakness, and working closely with specialized MIS personnel for the continuous upgrade of the system according to the continuously growing needs of the Project.

NOVEMBER 1991 – MARCH 1992 – **Translator, Agricultural Cooperative Development International (ACDI), Farmer to Farmer Project (FtF), Cairo.**

Main duties included translating agricultural documents from/to English/Arabic, and accompanying U.S. agricultural experts throughout their field visits to Egyptian farms through the Cairo Branch.

MARCH 1991 – OCTOBER 1991 – **Translator, Agricultural Cooperative Development International (ACDI), Farmer to Farmer Project (FtF), Alexandria.**

Main duties included translating agricultural documents from/to English/Arabic, and accompanying U.S. agricultural experts throughout their field visits to Egyptian farms in the governorates of Alexandria and Beheira. Duties also included simultaneous interpretation between the Egyptian farmers and the American agricultural experts during field visits and in-country training.

SOFTWARE EXPERIENCE

Microsoft Office (MS-WORD, MS-EXCEL, MS-POWERPOINT). Ability to operate applications developed in MS-ACCESS and UNIX.

LANGUAGES

- Arabic (native language)
- English (fluent)
- Spanish (good)
- French (fair)

PERSONAL INFORMATION

Nationality: Egyptian (Canadian PR)
Date of Birth: 28/03/1969