

HODA GAWEESH



Contact

Address:

7153, St. 81, Flat 9, Sector C,
Mokattam Cairo

Phone:

+20 1284609944

Email:

gandhigaouiche@gmail.com

Languages

Arabic – Native

French – C1

English – 7/9

Summary

Senior Translator specializing in technical-based business projects. Experienced with all stages of the development cycle for proposals to meet client requirements. Well-versed in three languages, I contribute to streamline the work process and achieve organization goals by eliminating the language barrier.

Skill Highlights

- Problem solver
- Avid learner/researcher
- Computer skills
- Self-motivated
- Service-focused
- Familiar with technical terms

Experience

Translator French / English / Arabic, 06/2015 – to Present
Archirodon Construction, Cairo

- Part of the business development team to explore and monitor business opportunities in Africa region.
- Preparation and translation of company documents to submit tenders and prequalification files for various projects, from and into three languages: French, English and Arabic.
- Among prepared applications and bids: Construction of Laayoune Port (awarded) and Kénitra Atlantique Port projects in Morocco, Zarat Desalination Project in Tunisia, Camberene outfall project in Senegal.
- Management of a team of 6+ external translators, to meet tight deadlines of heavy translation workload, taking up the challenge of specialized technical terms.
- Translation of company's legal documents, contracts, litigation processes and official records.
- Translation and certification of company's financial docs, i.e. financial statements, auditor's reports, ...etc.
- Liaise with clients and official authorities to track the status of projects.
- Preparation of market reports and translation of news articles to assist company management in decision making.
- Assistance with the translation of company's administrative records.

Part time Translator, 06/2005 – 2010

Dar al-Tarjama, Cairo

- Member of Dar al-Tarjama translation company, several translation tasks from Arabic to French. IT Technical translation from English to French.
- Webmaster of the company French website

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Freelance Translator & Proofreader, 05/1998 – 06/2005

Web Freelancer, Cairo

- Achieving English to French / Arabic to French translations (and vice versa) for Sakhr Software and associations portals, as a part timer. Subjects: IT, legal, politics, heritage.
- Proofreading for cultural websites such as Harunyahya.com (English to French) as a volunteer.
- Cooperated with Al-Markaz Al-Mesri Translation Office, Cairo.

Translator, Dept. Coordinator, 02/1996 – 04/1998

Sakhr Software, Cairo

- Head of the French lang. translation team to launch company programs (as a coordinator and reviewer), both on CDs and on the company website
- Translated many brochures and manuals for the company products.
- Contributed in "Mu`jam Dictionary" as a translator and reviewer.

Educational Experience

Supervisor and Head of French Language Dpt. (part time),

08/2014 – 05/2015

Al-Resala L.S., Cairo

- Monitoring the implementation of French curriculum as a second language, for all school grades. (Reviewing booklets, lessons plans, assessment and exams – follow-up of teachers in class).

French Language Teacher, 06/2012 – 08/2014

Al-Resala L.S., Cairo

- Promoting innovative approaches to teach French as a second language. Editing and organizing booklets. Improving students' language skills in various top notch educational methods.

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Science Workshops for kids co-founder & animator, 05/2011 – 06/2012

Science Workshops, Cairo

- Organizing "Nadil Oloom" science summer workshops for kids. Our goal is : 1- to promote children scientific thinking -2- to lead hands-on experiments, from affordable materials to explain basics of science in English.

French Language Instructor (part time), 06/2010 – 06/2012

Axon Egypt, Cairo

- Leading student groups to develop language skills through activities.

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Education

Ain Shams University, Cairo

1995

- B.A., Faculty of Al-Asun, French Dept 1995.
- Graduation : Very Good, Honors.
- Ancient student of Saint Vincent de Paul School.

Certifications

The American University in Cairo (AUC)

2014 - 2016

- Certificate of Business Administration and Management
- School of Continuing Education
- GPA: 3.01.

The International English Language Testing System (IELTS),

10/2017

- Grade 7/9

Test d'Evaluation de Français (TEF),

03/2018

- CE : Score 264 – Level C1 (reading)
- CO : Score 275 – Level B2 (listening)
- EE : Score 415 – Level C1 (writing)
- EO : Score 388 – Level C1 (speaking)

Interests

Swimming, reading, fine arts, sewing.
