



# SHIMAA MEGAHED

## PROFESSIONAL SUMMARY

Very passionate about what I do and I make sure my work is accurate and satisfies whoever reads it.

A skilled translator and writer who completes daily assignments and contributes to team success. Always willing to take on any task. Adapts quickly to new needs and policies.

Preserve content and message with careful attention to style and cultural context. Excellent speaking, writing, and proofreading abilities.

Minimize information loss by completing accurate work with a systematic approach.

## WORK EXPERIENCE

### Legal Translator at Karim Sharkawi Legal Translation |

**September 2021 – November 2021**


- Translated legal documents from English into Arabic and from Arabic into English.
- Translated documents with a careful approach focused on maintaining original meaning and tone.
- Made sure to deliver projects before deadlines.
- Put cultural differences into consideration and delivered translation easily understood by foreigners.
- Worked with my team in harmony.
- Was able to satisfy my clients with my work.


### Freelance translator at Upwork


**July 2021 - Present**

- Compiled translations of (English-Arabic) (French-Arabic) documentations and reports in different for example political documents and scientific documents.
- Managed a high volume of translations with consistently high accuracy.
- Achieved accurate translations by using reference materials like dictionaries and digital terminology resources.
- Maintained original content, context, and style of messages wherever possible.
- Maintained intended meanings by checking specific words and phrases against official sources.
- Translations against cultural and industry norms by applying extensive background, linguistic fluency.

## CONTACT

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 Mandarah , Alexandria, Egypt

## SKILLS

- Quality assurance
- Time management
- Project management
  - Field research
  - Data collection
  - Writing
- Assessing Problems

## LANGUAGE

- Arabic: Mother tongue
- English: Fluent

**Consecutive Interpreter at the Egyptian  
Ministry of Education |  
August 2022**

- Worked as a consecutive interpreter during a conference about education held by the Egyptian Ministry of Education.
- Translated messages consecutively from English into Arabic and from Arabic into English, while maintaining message content and style as much as possible.
- Offered additional assistance by explaining and simplifying cultural concepts to foreigners.

**EDUCATION**

**ALEXANDRIA UNIVERSITY, Filière des Langues  
Appliquées (FLA) department, English section,  
Alexandria, Egypt                      February 2019-August 2022**

Bachelor's degree in languages and translation

**COURSES**

**• Translation techniques (August 2021)**

CAPITAL professional development

**• Methodology (August 2021)**

CAPITAL professional development

**• Human resources essentials (July 2020)**

American Chamber of Commerce in Egypt

**• Human resources (August 2021)**

CAPITAL professional development

**• Marketing (August 2021)**

CAPITAL professional development

**• Customer service (August 2021)**

CAPITAL professional development

**• Employability skills (July 2021)**

Aspire training solutions