

# Ahmad Hassaballa

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## Personal Information

- Nationality: Egyptian
- Date of Birth: 22.05.1979
- Marital status: Single

## Education

2000 Faculty of Languages & Translation (Al-Alsun)

### **B.A Languages & Translation**

2001 IBM Egypt

### **IT Training Diploma (Lotus Notes/Domino)**

2003 Information Technology Institute (ITI)

### **Academic Degree in E-commerce**

### **Courses**

Got a certificate in translation from/to Arabic/German from Goethe-Institut.

Attended free English courses in English at the A.U.C.

Attended a course in Italian Language at "Il Centro Italiano" and the first level certificate with "Excellent" grade.

Attended a set of courses in CMM/CMMI.

Attended various courses in Project Management, Small Business and Principles of Marketing.

## Professional experience

08.2003- 07.2004 Arabize for Computer Services Cairo

### **Technical Support Specialist / Localization Engineer**

- Performing technical procedures on the incoming projects including building TMs (Translation Memory).
- Localizing applications using localization programs / plain codes.
- Supporting company staff regarding technical & IT terms.
- Making a series of training sessions for the company staff giving them a solid base of Information System.
- Performing DTP tasks using most popular applications, e.g. Adobe InDesign, Photoshop, Illustrator, QuarkXpress.
- Reviewing translations IT-wise & QA on both translation and DTP.
- For more information, please visit [www.arabize.com.eg](http://www.arabize.com.eg)

07.2000- Current

**Freelance Translator/DTP Specialist**

- Interpretation jobs for Iveco-Magirus (Germany)
- Mercedes-Benz R-Class Owner's Manual (11,550 words).
- Skoda Fabia, Octavia, Superb Owner's Manuals (50,000 words, 200 pages).
- Opel Astra, Zafira Owner's Manuals.
- VOLVO, SAAB training materials.
- Iveco Owner's Manual (18,000 words)
- Grove Operating Manuals (250,000 words).
- Panasonic mobile phones, end user applications in IT field (.rtf and .rc files) plus compiling HLP files (60,000 words).
- Samsung, HP printers (11,000 words SDLX).
- Nokia Navigator project.
- Sagem Mobile User's Guide.
- General Electric Mobile Phone Operating Manuals.
- Frankfurt City website (as a team member).
- Ectaco electronic language dictionaries.
- BitDefender Anti-Virus.
- Western Union Brochures.
- Tourism and Hotels translations (websites, brochures, databases 100,000 words).
- A big number of websites in various fields (full-translation).
- Translated, proofread and edited many documents in the medical field.
- Translated medical devices from German and English to Arabic (Biopulsar and others)
- Articles of Association / Memorandum of Association (31,000 words translation and DTP).
- Translated a big number of legal/business projects (contracts, birth, marriage, school & high school certificates, power of attorney, minutes of meeting ...etc).

03.2002- 05.2002      Arability      10<sup>th</sup> Ramadan City

**Technical Translator**

- Translation of Operating Manuals and Press Releases for multinational corporations such as DaimlerChrysler (Chrysler, Dodge, Jeep...etc), Isuzu and Voith Schneider.
- Building a Database for the terminology of the company using Trados MultiTerm.
- For more information, please visit [www.arability.com.eg](http://www.arability.com.eg)

01.2001- 01.2002      Star Middle East      Cairo

**Technical Translator and DTP Specialist**

- Translation of Owner's Manuals in the field of Automotive for multinational corporations (Audi, Mercedes-Benz...).

- Reviewing/Editing translated manuals.
- Typesetting Owner's Manuals.
- For more information, please visit [www.star-group.net](http://www.star-group.net).

**Languages**

Proficiency in Arabic (native).  
An excellent command of English, German and Italian.

**IT Knowledge**

**Operating Systems**

- Windows XP
- Mac OS X
- Linux

**Tools & Application**

- HTML / XML
- SQL
- .Net Framework

**Applications**

- MS Office 2003
- Adobe Acrobat 5
- Adobe Indesign CS3 ME
- Adobe Photoshop CS3 ME
- Adobe Illustrator CS2 ME
- Adobe PageMaker 7.0
- Adobe FrameMaker 7.0
- QuarkXpress 7.0
- Corel Draw 12
- AutoCad 2005
- SDL Trados 2006
- SDLX 2006
- STAR Transit 3
- MS LocStudio/Helium
- Lotus Notes / Domino (Designer and Administrator)

**Certificates**

**CLS** (Certified Lotus Specialist). For further information about the certificate, please visit <http://www.lotus.com/>

**Hobbies**

Automotive, Reading, Listening to Radio Programs.

**Awards received**

Won the 2<sup>nd</sup> prize in the Al-Asun Competition for Short Story.  
Won the 3<sup>rd</sup> prize in the Cairo Competition in Athletics "Throwing the Javelin".

**References**

Furnished upon request