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## **CURRICULUM VITAE**

### **Professional Summary**

A certified and detail-oriented freelance linguist with over 15 years of success providing precise English <> Arabic and Italian translation, interpretation, subtitling, and Machine Translation Postediting (MTPE). Uniquely qualified with dual degrees in Law and Translation, specializing in delivering culturally nuanced and technically accurate content for global clients in the legal, corporate, and IT sectors. Proven ability to transform raw machine output into polished text, maximizing speed without sacrificing quality.

### **Core Competencies**

- **Legal & Corporate Translation:** Contracts, Patents, Court Documents, Corporate Communications
- **Consecutive & Liaison Interpretation:** Facilitating clear communication for meetings, depositions, and corporate events
- **Machine Translation Postediting (MTPE):** Refining AI-generated output for fluency and accuracy
- **Subtitling & Localization:** Adapting video content and software for target audiences
- **Linguistic Quality Assurance:** Meticulous proofreading, editing, and final review

### **Professional Experience**

#### **Freelance Linguist & Interpreter**

Provides comprehensive language services, including translation, interpretation, and MTPE, to a diverse portfolio of international clients.

- Translate and review a large volume of legal and business documents, maintaining exceptional accuracy and meeting tight deadlines.
- Serve as a trusted MT Posteditor for international corporations, refining machine translated documents, reducing project turnaround time by an estimated 40%.
- Subtitle and localize corporate training videos, e-learning modules, and marketing content, ensuring perfect synchronization and cultural resonance for Arabic-speaking markets.

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#### **Program & Legal Translator | U.S. Embassy, Cairo, Egypt**

Provided official English <> Arabic translation for legal and diplomatic departments.

- Translated sensitive and confidential documents, including consular reports, diplomatic notes, and legal correspondence, ensuring accuracy and adherence to protocol.

- Facilitated clear communication in high-level meetings between U.S. officials and Egyptian counterparts by providing precise consecutive interpretation.
- Managed the translation and review workflow for all public-facing press releases, ensuring brand voice and messaging consistency.

### **Executive Assistant & Translator | Novartis Egypt**

Specialized in translating complex medical and pharmaceutical documentation.

- Translated clinical trial documents, patient-informed consent forms, medical reports, and pharmaceutical marketing materials from English to Arabic.
- Ensured strict compliance with medical terminology standards and regulatory requirements for all translated content.

### **Executive Assistant & Translator | Ericsson Egypt Limited**

Provided linguistic and administrative support within a high-tech corporate environment.

- Translated technical documentation, RFPs, IT manuals, and internal corporate communications for telecommunications projects.
- Provided executive support to senior management, including preparing multilingual presentations and handling cross-cultural correspondence.

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### **Technical Skills:**

- **CAT Tools:** SDL Trados, MemoQ
- **Subtitling Software:** Subtitle Edit, Aegisub
- **Office & Document Tools:** Microsoft Office Suite (Word, Excel, PowerPoint), Adobe Acrobat

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### **Areas of Specialization:**

- **Legal:** Contracts, Treaties, Patents, Copyrights, Litigation Documents, Legal Correspondence
- **Business & Finance:** Financial Statements, Feasibility Studies, Corporate Communications.
- **Information Technology (IT):** Software & Localization, IT Documentation, Website Content
- **General & Official Documents:** Reports, Educational Materials, Marketing Content, Certificates

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### **Education & Certifications:**

- **Bachelor of Law**, Cairo University, Egypt
- **Bachelor of Translation, English Department**, Cairo University, Egypt
- **Professional Certificate in Computer Systems & Application**, The American University in Cairo (AUC)
- **Professional Development Certificates:** (UN, U.S. Embassy & AUC), including Business Etiquette, Problem Solving & Decision Making, and working in a multilingual environment.