

Somaya Ahmed

Translator & Operations Manager

Egypt | 01021984690

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Summary Statement

Experienced Senior Translator, Localization Specialist, and Operations Manager with over 7 years of hands-on experience in Arabic, English, and Turkish translation. Proven expertise in legal, technical, media, and corporate translation, alongside managing end-to-end operations of a professional translation and voice-over studio. Strong background in team leadership, quality assurance, client communication, workflow optimization, and deadline-driven project delivery. Highly detail-oriented, culturally aware, and results-focused, with demonstrated experience in managing multilingual teams, scaling translation operations, and delivering complex projects under tight deadlines.

Career Summary

Operations Manager & Senior Translator

The Arabic Studio | Jan 2020 – Present

Key Responsibilities

- Managing the full operational cycle of a professional translation and voice-over studio, from client acquisition to final delivery.
- Overseeing daily operations, project workflows, pricing, scheduling, and quality control.
- Leading and coordinating a multidisciplinary team of translators, voice-over artists, editors, and proofreaders.
- Reviewing, editing, and approving high-volume translation and localization projects across legal, medical, media, and corporate domains.
- Handling client communication, requirement analysis, quotations, contracts, and after-delivery support.
- Developing internal workflows, templates, and quality assurance standards to ensure consistency and accuracy.
- Personally, delivering translation, proofreading, subtitling, and localization services for high-priority and sensitive projects.

Key Achievements

- Built and scaled studio operations from freelance-based work into a structured, multi-service translation studio.
- Delivered over 1,000 translation, localization, and voice-over-related projects since 2020.

- Maintained consistent on-time delivery while managing multiple concurrent projects and teams with high client satisfaction.

Translator and Subtitler

ALAhram Office | Jan 2018 – Mar 2021

Key Responsibilities

- Conducted translation tasks with high accuracy and attention to detail, ensuring meaning, tone, and context were preserved.
- Managed multiple translation projects simultaneously while meeting tight deadlines.
- Worked in parallel with freelance and studio-based translation projects.

Key Achievements

- Successfully translated over 500 complete projects, including documents, videos, PowerPoint presentations, Excel files, and media content.

Translator and Subtitler

Alsultan Company | Mar 2017 – Jan 2019

Key Responsibilities

- Delivered a wide range of language services including translation, transcription, interpretation, and content adaptation between Arabic and English.

Key Achievements

- Successfully translated over 200 complete projects across various content types.

Interpreter (Arabic, English, Turkish)

Jan 2022 | Duration: 150 Hours

Key Responsibilities

- Provided interpretation services for Arabic, English, and Turkish-speaking participants. Interpreted spoken communication and written materials during group discussions and individual interactions.
- Facilitated effective cross-cultural communication and contributed to the success of the training program.

Translator, Proofreader, and Content Writer

Ideal Legal Translation | Feb 2022 – Jan 2023

Key Responsibilities

- Performed translation and proofreading tasks between English and Arabic, including localization and internationalization projects.
- Translated legal documents, website content, corporate reports, and news articles.
- Provided interpretation and transcription services for corporate clients.

Key Achievements

- Successfully translated over 500 projects, ranging from individual documents to full websites, from Turkish to English and Arabic.

Education

Bachelor of Languages and Translation

Al-Azhar University | 2017

TÖMER Turkish Language Program

Hacettepe University, Turkey | 2020

Languages

Arabic: Native

Turkish: Fluent

English: Fluent

Core Skills

- Translation, Localization, and Proofreading
- Operations & Workflow Management
- Team Leadership & Coordination
- Quality Assurance & Editing
- Client Communication & Negotiation
- Time Management & Multitasking
- Cultural Awareness & Linguistic Accuracy
- Research & Terminology Management
- Problem Solving & Decision Making

- References available upon request.