

IMAD FORTAS

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FREELANCE TRANSLATOR & INTERPRETER PROOFREADER

❖ PROFESSIONAL SUMMARY

Young linguist but having solid professional experience as a translator / interpreter and outstanding web research and project management skills. Flexible in adapting to challenges and at the same time remaining aware of professional boundaries. Quick learner and open to new ideas and challenges.

❖ SKILLS

- ◆ Translation and Proofreading
- ◆ Website Localization
- ◆ Editing
- ◆ Project management
- ◆ Data management

❖ LANGUAGE PAIRS

- ◆ English == Arabic
- ◆ French == Arabic
- ◆ English == French

❖ WORK HISTORY

- **Translator - Interpreter** **Jan. 2016 - Present**
University of Sétif 1
 - ✓ Translating and proofreading administrative documents, correspondences, statements ... etc.
 - ✓ Localizing the website.
 - ✓ Translating web content and articles.
 - ✓ Editing and proofreading.
 - ✓ Community management

➤ **Freelance Translator – Interpreter & Proofreader** **Jan. 2010 – Present**

Freelancer

- ✓ **Translation: English - French - Arabic**
 - Web content.
 - Legal: Draft agreements, contracts, leases ... etc.
 - Technical: Manuals, SDSs, technical data ... etc.
 - Business: Marketing materials, flyers, financial reports, invoices ...etc.
 - Medical: Medical reports, equipment manuals.
 - Administrative: Letters, reports, certificates, payroll, diplomas, CVs, cover letters ... etc.
 - Insurance: Insurance policies, academic related materials.
- ✓ **Proofreading**
- ✓ **Interpreting**
 - Small business meetings.

➤ **Assistant Legal Translator** **March 2015 – Jan. 2016**

Certified Translations Office

- ✓ **Translation: English - French - Arabic**
 - Legal, technical, business: financial, medical, administrative, construction, insurance, academicetc.
- ✓ **Proofreading**

➤ **Translator** **March 2014 – March 2015**

Army (National Military Service)

- ✓ Translation assignments.

➤ **Assistant Legal Translator** **Jan. 2012 – March 2015**

Certified Translations Office

- ✓ **Translation: English - French - Arabic**
 - Legal, technical, business: financial, medical, administrative, construction, insurance, academicetc
- ✓ **Proofreading**

➤ **Intern and part-time employee** **June.2010 – Jan. 2012**

Certified Translations Office

- ✓ **Translation: English - French - Arabic**
 - Wide range of fields: legal, business, technical administrative, construction.
- ✓ **Proofreading**

❖ EDUCATION

➤ **Master's Degree** 2019

University of Batna

✓ **Major: Translation**

- Language pairs: English – French – Arabic
- Theoretical and practical courses in translation and interpreting

➤ **Bachelor's Degree** 2011

University of Sétif

✓ **Major: Translation and Interpreting**

- Language pairs: English – French – Arabic
- Theoretical and practical courses in translation and interpreting
- Internship at Certified Translations Office

➤ **High School Diploma** 2007

Bachir Daikh High School

✓ **Field of Study: Art and Languages**

❖ COMPUTER SKILLS

- MS Word, PowerPoint, Excel
- CAT Tools: SDL Trados Studio, WordFast

❖ PROFILES

 <http://www.proz.com/translator/2079041>

 <http://www.translatorscafe.com/cafe/member284960.htm>

 https://www.linkedin.com/in/imad-fortas-9ab600100?trk=nav_responsive_tab_profile_pic

 <https://theopenmic.co/user/imad.fortas/>

 <https://twitter.com/IMADFRTS>