**Merna Saad**
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## Education

**MS in Software Development,** Boston University                   Nov '21 - present
                                                                                                      May '23 (Expected)

Computer systems (Python), Discrete Math, software design and development (Python), Algorithms (Java), Advanced Algorithms, Advanced Programming techniques(Java), Database Design and Implementation for Business(SQL Server), Web Application Development

**Stanford University,** CS106A-Code in Place, online - non-graded           Apr - Jun '20
Introductory programming, Images, Graphics, Animations (Python)

**Bachelor's Degree in Mass Communication (English Department),** Misr International University, Egypt

                                                                                                      Jul '08 - Jul '12

Phonetics and Phonology, Morphology and Syntax, Sociolinguistics, English Literature, African-American Literature, Social Psychology, Intro. To Conference Interpretation, Advanced Translation (English/Arabic and vice versa)

**Professional Diploma in Legal & United Nations Translation**, The American University in Cairo, Egypt
                                                                                                      May '12 - May '15

Legal Translation, UN Translation, Economic Translation, Advanced-Translation Problem-Solving strategies, Interpreting

## Languages and Technologies

**Languages:** Python, Java, Javascript, HTML and CSS, Vue and React  (Learning: C++)
**Tools and Frameworks:** PyCharm, Spyder, Eclipse, IntelliJ , MYSQL, VSCode
**Operating Systems**: Mac OS, Windows

## Experience

Elaph Translation LLC, Egypt                                            May '15 - Feb '20

**Sr. Team Manager  & Reviser**                                            Mar '19 - Feb '20
- Lead 3 translator teams including training new employees ensuring the quality of work and meeting team goals and standards.
- Lead QA/QC by revising final translations before shipping it to clients ensuring their accuracy.

**Technical & Legal Translation Manager**                                   Apr '17 - Mar '19
- Manage cross group collaboration and on schedule delivery of 6 translators ensuring on time compilation of required documents.
- Split large files at logical stopping points distributing them among team members increasing team's efficacy by 40%.

**Technical & Legal Translator**                                            May '15 - Apr '17
- Translate technical and legal  documents (websites, manuals, engineering projects, technical invoices, lawsuits, summons, police reports, legal certificates) from Arabic to English and vice versa ensuring accurate translation and attention to detail.

- Increase the efficacy of translation by 30% up to 450 words per hour by using creative time management and task planning.

## Awards

**Employer Appreciation Award**, Elaph Translation                          Feb '20