



# Sara Mohamed Reda

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## CONTACT

El Tayaran St.  
Nasr City

E-mail:  
Sara.mohamedreda@hotmail.com

Phone: 01065440611

## SUMMARY

To take up a challenging career Grows with honesty, loyalty, best performance and Gain experience and more skills, abilities into value for a company.

## WORK EXPERIENCE

### Egymark Translation Office

2018 - Present

Translator

Translating documents in all areas of expertise in the following language combinations: English to French & Vice Versa, English to Arabic & Vice Versa, and French to Arabic & Vice Versa.

### Onecard

2017 - 2018

Coordinator

- Office management, agenda setting.
- Typing reports, managed documents. Organized meeting
- Scheduling appointment emails.

### Renaissance Bookstore ( French Books)

2016 - 2017

Administrative Assistant

- Select and Recommend French Books From the suppliers
- Arranging and scheduling appointment.
- Office Management & Administration

### Berlitz

2015 - 2016

Instructor

Teaching A1-A2 of French language (FLE) classes for adultes.

## LANGUAGES

Arabic: Mother tongue.

French: Fluent.

English: Excellent.

## EDUCATION

### High school Diploma: French

College of Saint Vincent De Paul – Cairo.

### Bachelor of European Languages and Translation (Dpt of the French language)

Université d'Al Azhar (Le Caire – Egypt.).

### Diploma of Education

Ain Shams University, Faculty of woman

2017 - 2018

### TRAFA I (Traduction français-Arabe et vice-versa)

Université Lumière Lyon II & Centre Français de culture et Coopération

2018 - 2019

### TRAFA II (Traduction français-Arabe et vice-versa)

Université Lumière Lyon II & Centre Français de culture et Coopération

2019 - 2020

### French courses

CFCC (French Cultural Center)

2008 - 2015

### English courses

AUC

- 2016

## SKILLS

#### Soft skills:

- Ability to work independently and as a part of a team.
- Ability to priorities and organize.
- Quick learner and self-motivated.
- Ability to work with deadlines and under pressure.

#### Hard skills:

- MS Office Tools Word: Excel – Power Point – Outlook.
- CAT Tools: Trados Word.
- Internet Applications: e-mail, search, download, upload, update.

## INTERESTS

Traveling, swimming, and shopping, Reading.

## REFERENCES

References available upon request.

