

Tarek Salah Taha

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WORK EXPERIENCE

September 2022–Present

Quality Control Manager [Arabic Localizer (Localization and Translation Company)]

- Evaluate and prepare project deliverables to meet the quality standards.
- Follow with team members to obtain best quality.
- Provide feedback to the DTP Team Lead on project task status.

January 2021–September 2022

Content Editor Specialist [NAGWA (Educational Startup)]

Working from scratch in the new project “NAGWA Readers” (Arabic and English books, novels, and stories with both reading and listening experience) which inclines:

- Review source reader with the final version published on the app.
- Collaborate with NAGWA developers in reporting and solving bugs.

January 2020–December 2020

Quality Control Specialist [Arabic Localizer (Localization and Translation company)]

- Selecting formatting, such as the size and style of type, column width, and spacing.
- Ensure the instructions and corrections of the client are correctly applied.
- Identifies new technology and develops systems to support departmental research and project planning.

February 2017–September 2019

Senior Content Quality Assurance Specialist [Hindawi Publishing Corporation]

- Checking, verifying, and implementing all authors’ corrections and comments sent.
- Check and adjust the articles’ style and page breaks after implementing corrections to match Hindawi’s style.
- Generate the paper in HTML, PDF and ePub formats to give a variety of formats.
- Ensure the correctness and compatibility of all published formats.
- Perform acceptance testing for new tools before being deployed in production unit.

January 2014–February 2017

Content Quality Assurance Specialist [Hindawi Publishing Corporation]

- Convert the manuscript format from MS Word to PDF format to ensure they are in the competent publication format.
- Review the converted manuscript and compare it with the original one in the word format to guarantee the consistency and ensure that the converted file is formatted according to Hindawi’s style.
- Send the manuscript to the Proofreading and Copyediting teams to add their corrections on the manuscript and send the first set of galley proof to the author

February 2013–September 2013

Medical Representative [PharmaMix (Pharmaceutical International Company)]

- Assessing clients’ needs and present suitable promoted products.
- Liaising with and persuading targeted doctors to prescribe our products utilizing effective sales skills.
- Providing product information and deliver product samples.

August 2012–October 2012

Chemist [Cairo Lab (Clinical Laboratory)]

- Collecting samples from the patients and perform different laboratory tests (chemical, microscopical, etc.).
- Write detailed report and adding comments about the result.

EDUCATION

2008–2012

- Bachelor Degree in Science
- Major: Chemistry/Geology, Cairo University
- Grade: Good

ADDITIONAL SKILLS

- Proficiency in using Microsoft Office
- Certified TOEFL-ITP

LANGUAGES

- English: Very good
- German: Fair