

Hilary Sue Ayer

Arabic to English Translator

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Education

Graduate Certificate in Translation (Arabic to English, Legal and Financial emphasis) 2016–2019
University of Wisconsin–Milwaukee

Courses: Arabic to English Translation Seminars, Computer-Assisted Translation, Literary Translation, Ethics in Interpretation

M.A. in Global Affairs, College of Humanities and Social Sciences 2011–2014
George Mason University, Virginia

Specialization: Middle East Conflict Analysis; Outstanding Academic Achievement Award

B.A. in Political Science, Japanese emphasis 1996–2002
Brigham Young University, Utah and Hawaii Campuses

Skills and Qualifications

Language Proficiencies: Advanced Arabic (MSA and Egyptian, Spoken & Written)
Advanced Japanese (Spoken)

CAT Software Competencies: SDL Trados Studio 2017 (Level 1 Certification)
memoQ 8.1, OmegaT



Management: Ten years of professional experience managing projects and groups

Teaching Licenses: Secondary Education (New York) and Elementary Education (Utah)

Relevant Work History

Diplomatic Language Services, Arlington, VA: *Arabic Linguist* Jan 2018–present

- Create, edit, and test an Arabic language and culture course for the US Department of Defense.
- Analyze the course text for Arabic terms requiring further explanation and develop mini-lessons for each.
- Effectively communicate with a team of native Arabic speakers and meet tight deadlines.

All Talent Certified Translation Agency, Cairo, Egypt: *Translation Intern* June–Aug 2018

- Translated over 8,000 words/100 hours of legal and financial text analysis, translation, and terminology work.

George Mason University, Herndon, VA: *Adjunct Instructor* Aug 2015–present

- Created, designed, and currently teach career analysis and preparation courses for Global Affairs students.

The Jamila Arabic School, Herndon, VA: *CEO and Arabic Instructor* May 2008–present

- Established, promoted, and currently facilitate an Arabic language school for adults and children.
- Analyze hundreds of applications for the US State Department Critical Language Arabic Scholarship.

The George Washington University, Washington, DC: *Arabic Instructor* Sep 2007–May 2008

- Incorporated guest speakers, Arabic multimedia, and culture training into classroom lessons.

Brigham Young University, Provo, UT: *Arabic Instructor and StarTalk Director* Jan 2007–Aug 2007

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Self-employed Arabic to English Translator

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REFERENCES

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