



*Mahmoud (Mark) Khatib*  
Senior Arabic Translator/Interpreter  
Dearborn Heights, MI 48127 USA  
Tel: 313-724-8188 E-mail: [markatib@arabtrans.com](mailto:markatib@arabtrans.com)  
Web Site: <http://www.arabtrans.com>

Mahmoud Khatib:

Member: ([ATA](#)) – American translators Association (active member); ([ALTA](#)) – American Literary Translators Association; ([NLSC](#)) – National Language Service Corps; ([AATA](#)) – Arab-American Teachers of Arabic...

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*[Translator – Interpreter – Editor – M.E. Consultant - Arabic Language Instructor]*

Contents:

1. [Specialization](#)
2. [Experience](#)
3. [Education](#)
4. [References](#)
5. [Personal & Availability](#)
6. [Clients' Feedback](#)

1. Specialization:-

- ➔Translator: - Specialized in translating: Legal documentation, including contracts and patents; military systems; software (RC) and help files; equipment and training manuals; technical; medical, pharmaceutical; marketing; human resources documentation; DTP services...
- ➔Interpreter/Transcriber: - Consecutive, Conference, Voice talent, Voice-over, Subtitling and Escort Interpreter (I do understand most Arabic dialects)
- ➔Editor/Tester/QA Service – Editing and testing localized software applications and other translators' work. Quality Assurance service to ensure the final deliverable is error-free and follows the strictest guidelines of the client and is language sound. I also offer linguistic and cultural reviewing
- ➔Consultant: - I have extensive knowledge in the history, culture, government structures, religions, and politics of the Middle Eastern countries – Research - Marketing – Advertisement
- ➔Arabic Language Instructor:- Intensive language courses and curriculum development
- ➔Professional Tests Taken:
  - ALTA's Written Tests: Arabic Spoken – Scored (4+ ILR) – May 2013
  - FBI Arabic Language Tests 2007 Scored 4 out of 5
  - National Security Agency Language Tests: 2003, Level 2 MSA tests with a 96 on grammar, 94 on reading, and 96 on listening.
  - Dearborn Public Schools Language Tests: 1988, scored 88%
  - I hold an active security clearance

[TOP](#)

## 2. Work Experience

1996-2017 [Middle East Translation Services, Inc.](#) – Dearborn Heights, MI, USA

Chief Translator, Interpreter, Reviewer and Co-owner:

As the manager and chief translator, I contact clients, submit bids and quotes, analyze requirements, assign the work to other translators according to specialization, supervise all translation and editing work. I am responsible for performing QA on all jobs.

### Translation:

- Foley & Lardner LLP - Tampa, Florida (2016-2017): Translation of 60-page legal document (Oct. 2017) and many other legal documents.
- Covington & Burling LLP: Humanitarian legal translation, telephone conferencing & interpreting for Guantanamo Bay Detainees, (2005-2017)
- Rapport Translations: Technical, machinery, legal and general translations – 2011-2017
- BAE Systems, military hardware translation and presentation – March 2015
- [URC University Research Co., LLC](#) – [CHS Center for Human Services](#) - July, August 2013: *METS was subcontracted by URC to translate 1,985 English pages, mainly in health and medical help offered by USAID to Iraqis, to the Arabic language – K.D.*
- Peritus Precision Translations, Inc. Technical, medical (States of Massachusetts and Michigan health and related pamphlets) and general translations – 2004-2017
- Center for Constitutional Rights Translated CCR Newsletter 2007-2008 and worked as a telephone consecutive interpreter/ onsite interpreter –2006-2017
- Oryx Energy Projects & Services LLC – Doha, Qatar: Technical and legal translation - 2012-2016

**Supervised other translators in major translation and localization projects.**

[TOP](#)

### Arabic Language Interpreting:

2005-2017 - Consecutive Interpreter and legal translator

- Covington LLP – New York – Consecutive interpreting/ legal translation
- Kelley-Drye and Warren LLP – Consecutive interpreting/ legal translation
- Paul Weiss LLP – New York – Consecutive interpreting/ legal translation
- Schiff Hardin LLP – New York, Chicago – Consecutive interpreting/ legal translation

And many other legal firms and companies

Voice Over /Voice Talent: Recorded presentations dealing with a certain product for Roman Brand Group Broadcasting Company (I also did the translation of the text)

2005-2017 – Transcription of recordings and videos for many legal firms and other companies including Covington and Burling, LLP, Schiff Hardin, LLP .and Peritus Translations

2002-2003 Lead interpreter for the office of AFOSI – US Air Force in Doha - Qatar

Liaison linguist between Qatari officials and US Air Force high ranking officers

1994-2017 Conferences, Depositions and Hearings for many legal firms, tourist and translation agencies. Escort interpreter for Middle Eastern VIP visitors and businessmen

- Worked as an interpreter/translator for: US Postal Union Convention, Action Tours, Smart Bus Company, law offices, health clinics ...etc. Detroit, MI and LA, CA between 1992 and 2005.
- Various conference and consecutive interpreting jobs for law firms, financial institutions, insurance companies, medical and educational institutions.

Political/Cultural Analyst:

Analyst/Translator:

**2011-2013** Political Consultant/Translator: I worked as a consultant/translator for **Charles River Analytics Organization** (with **Dr. Terry Patten, PhD**), analyzing Arabic political articles and trends and translating/summarizing the material.

[TOP](#)

Educator:

**1988-1996** *Bilingual Educator/Translator/Community Liaison (Dearborn Public Schools, Dearborn, MI, 1988-1996:*  
Established a bilingual program for two high schools in Dearborn, MI. Developed a bilingual curriculum for teaching basic English, Arabic instruction, how to get around knowledge. I also acted as a community liaison.

3. Education

**1992-1994** Wayne State University, Detroit, MI  
*Multicultural Education Courses*

**1993-1995** Henry Ford College, Dearborn MI  
*English and computer Courses*

**1978-1982** UNESCO Institute of Higher Education , Amman, Jordan  
*Higher Education Teaching Diploma (Bachelor's Degree)*

**1984-1986** Lebanese National University, Beirut – Lebanon  
*Linguistic Studies Courses*

4. References

- Foley & Lardner LLP - Tampa, Florida – Mr. Mark Wolfson - [MWolfson@foley.com](mailto:MWolfson@foley.com) - 813.225.4119
- COVINGTON & BURLING LLP – Mr. Brian Foster - [bfoster@cov.com](mailto:bfoster@cov.com) – Tel: 202.662.5255
- **URC** University Research Co., LLC – **CHS** Center for Human Services –Ms. Kathryn Dansker - [kdansker@urc-chs.com](mailto:kdansker@urc-chs.com) – Tel: +1 301.941.8404
- Peritus Precision Translations, Inc. - Dagmar Dolatschko [dagmar@peritustranslations.com](mailto:dagmar@peritustranslations.com) – Tel: 650.421.2500 Ext. 301
- Rapport International Ms. Linda Spooner [lspooner@rapportintl.com](mailto:lspooner@rapportintl.com), Tel: 978-443-2540

[TOP](#)

5. Personal & Availability

- US citizen
- Ability to work seven days per week.
- I hold an active Security Clearance (DOJ clearance).
- Knowledge of up-to-date software applications
- Dialects: Due to my travel and work with different nationals of Arab countries, I am very familiar with most Arabic dialects including Gulf dialects (Saudi, Kuwaiti, Qatari...etc); Levant dialects (Syrian, Lebanese, Jordanian and Palestinian); Egyptian dialects (Egyptian, Sudanese) and North African Arabic dialects.

Websites:

- Personal: [www.arablinguists.com](http://www.arablinguists.com)
- Company: [www.arabtrans.com](http://www.arabtrans.com)

6. Clients' feedback

**“University Research Co., LLC (URC) has used the translation services of Middle East Translation Services, Inc. (METS) during the period July 2013 to September 2013. METS has translated Guidelines, Training Materials, and other documents from English to Arabic and English to Kurdish for use by USAID’s Primary Health Care Clinics in Iraq, project awarded to URC. The documents translated included medical terms and other health related details. The project had a very tight deadline for huge volumes of documents to be translated for which METS was able to complete by URC’s due dates. Based on the feedback from URC’s technical staff, the translations and formatting of documents were of high quality. Mr. Khatib, the Senior Linguist of METS was in charge of coordinating with URC’s contracts and project staff and he was very responsive to our needs. We are pleased with their commitment to quality and customer service and their willingness to make any needed revisions in due time.**

**We intend to use this company for any future translation projects we will need and recommend them to other companies who will need similar services.”**

**K. D.  
Contracts Director**

2- **[Neff, Brian](#)** (interpreting)  
**Counsel at Riley Safer Holmes & Cancila LLP**

**Highly recommend!**

3- **Dagmar Dolatschko - CEO: Peritus Precision Translations, Inc.**  
(Translation)

**“During the period 1999 to 2016, the translation, revision and editing work provided by Mr. Mahmoud Khatib (Mark), covered a total of approximately**

1,500-2,000 standard pages from English into Arabic in the general affairs, business translations, legal translations, biomedical, healthcare and policy related fields.

I recommend Mark Khatib without any hesitation.”

5. **Abdulraman Alioufi** (individual client)

“I used their services to translate documents for my wife's visa application and I got to say I was very happy with their work!

Price: best in the market! I got a quote from different ones and their price was the most reasonable one!

Time: Mahmoud sent the papers back within two days and asked me to review before he mails the final version!

I highly recommend their services!”

4- [Cortney Busch](#) Operations Manager at Reprieve US (interpreting)

Mahmoud is a great translator and I highly recommend him. He gets along well with our clients and I know they have put him through multiple tests to ensure his translating is up to scratch -- it is. He is completely professional, but also very personable and a pleasure to work with.

**[English/Arabic Language translation/interpreting is my full time job]**

[TOP](#)

Last updated January, 2018