



JAKE LESTER

Arabic Translator, Editor, Copywriter, Transcreator, and Cultural Consultant

EXPERTISE

- 22 years of experience as an Arabic<>English translator, editor, transcreator, copywriter, and cultural consultant
- 16 years of experience as a subject matter expert (SME) on the culture, history, politics, and language of the Arabic-speaking countries of the Middle East
- 13 years of experience as a copywriter, graphic designer, art director, and creative director
- 12 years of experience as a translation team leader, manager, and mentor
- 10 years of experience in human language technology (HLT) including machine translation (MT), computer-aided translation (CAT), and optical character recognition (OCR)

SKILLS

- Native speaker of Arabic and English
- Fluent in Modern Standard Arabic (MSA), Classical Arabic, and the Egyptian, Sudanese, Levantine, Gulf/Iraqi, and Maghrebi dialects
- MacOS, Windows, Linux, IOS, and Android
- Trados Studio, MemoQ, SmartCAT, Matecat, WordBee, and Phrase
- Adobe Photoshop, Illustrator, Acrobat Pro, and InDesign
- Google Tesseract (OCR)
- Microsoft Word, Excel, and Powerpoint
- Express Scribe and Xtranz

WORK EXPERIENCE

Mile Two, Wright-Patterson AFB (Air Force Research Laboratory (AFRL))

8/2021 to 8/2023

Lead Linguist

Senior linguist/language analyst on a long-term Air Force Research Laboratory (AFRL) Human Language Technology development project

- Created and maintained standards for human translation, transcription, post-MT editing, and language analysis.
- Trained, managed, and mentored linguists on AFRL and third-party MT, TM, CAT, OCR, transcription, and other software, technology, and best practices.
- Created and supervised the creation of corpora, glossaries, training materials, and other resources.
- Created and supervised the creation of reference transcriptions and translations for machine learning.
- Selected materials and compared processing output across the customer's and competing systems.
- Advised on the functionality requirements of analysts and linguists for workflows and UX/UI.

Northrop Grumman Corp., Wright-Patterson AFB (Air Force Research Laboratory (AFRL))

3/2018 to 8/2021

Senior Linguist

Senior linguist/language analyst on a long-term Air Force Research Laboratory (AFRL) Human Language Technology development project

- Created and maintained standards for human translation, transcription, post-MT editing, and language analysis.
- Trained and mentored fellow linguists on AFRL and third-party MT, TM, CAT, OCR, transcription, and other software, technology, and best practices.
- Created and supervised the creation of corpora, glossaries, training materials, and other resources.
- Created and supervised the creation of reference transcriptions and translations for machine learning.
- Selected materials and compared processing output across the customer's and competing systems.

CSRA, Wright-Patterson AFB (Air Force Research Laboratory (AFRL))

11/2013 to 3/2018

Senior Communications Analyst

Senior linguist/language analyst on a long-term Air Force Research Laboratory (AFRL) Human Language Technology development project

- Created and maintained standards for human translation, transcription, post-MT editing, and language analysis.
- Trained and mentored fellow linguists on AFRL and third-party MT, TM, CAT, OCR, transcription, and other software, technology, and best practices.
- Created and supervised the creation of corpora, glossaries, training materials, and other resources.

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- Created and supervised the creation of reference transcriptions and translations for machine learning.
- Selected materials and compared processing output across the customer's and competing systems.

SAIC/Leidos, Wright-Patterson AFB (Air Force Institute of Technology (AFIT))

11/2011 to 11/2013

Lead Arabic Translator/Course Designer/Technical Writer

Senior Arabic translator on a two-year, multimillion-dollar program for the development of training courses for the Iraqi security forces (ISF). Middle East and Iraqi Military SME. Designed, developed, translated into Arabic, edited, recorded, and presented 16 courses on logistics, project management, and financial management for the Air Force Institute of Technology at Wright-Patterson AFB for use by the Office of Security Cooperation-Iraq in training the Iraqi Security forces.

- Set translation standards and standard terminology and edited the courses.
- Developed and presented a flag officer-level seminar and assisted in the development of 15 courses.
- Creative and cultural director for the entire team of more than 20 people.
- Solved issues caused by change of scope: program required a rapid shift to the creation of multimedia courses instead of courses presented by SMEs in Iraq. This required the development of a broad range of solutions including: identifying, learning, and providing training on Arabic language graphics and multimedia software; training the graphics team on using Arabic in graphic design; training linguists on studio-quality voice recording and audio editing; recruiting, training, management, and leading the cultural and language team of six persons; and identifying and applying the appropriate practices to complete the project under budget.

Makeen Tech Corporation, Baghdad, Iraq

5/2009 to

9/2011

Senior Cultural and Political Advisor and Intelligence Analyst

Advised, briefed, and provided all-source intelligence research and analysis to the commanding general and staff of US forces in Baghdad on culture, politics, counterinsurgency, PsyOp/MISO, Civil Affairs, Information Operations, and training the Iraqi Security Forces. Was also in-country contract manager.

- Performed all source and PAI intelligence research and analysis and briefed the commanding general and senior staff with a focus on political, tribal, cultural, and insurgent groups, persons, and issues.
- Translated technical and daily, weekly, monthly, and ad-hoc intelligence reports for the command group.
- Developed talking points and wrote speeches and letters for the Commanding Generals and senior staff.
- Attended and advised at engagements with senior Iraqi tribal and political leaders.

Battelle Memorial Institute, Columbus OH

1/2007 to 5/2009

Intelligence Analyst / Research Scientist

Middle East political, religious, and social groups subject matter expert SME, lead analyst on team for web-based counterterrorism program

- Led team of 6 analysts and translators on web-based counter-terrorism project for DoD client.
- Researched Arabic and English PAI sources and wrote reports on the military and technical capabilities of countries of interest.
- Wrote profiles of high-profile individuals of interest.
- Translated technical documents.
- Participated in two multimillion-dollar in-house projects aimed at anticipating terrorist threats as a researcher, analyst, and translator.

Makeen Tech Corporation, Baghdad Iraq

8/2004 to 9/2006

Senior Cultural and Political Intelligence Analyst

Advised, briefed, and provided all-source intelligence research and analysis to the commanding general and staff of US forces in Baghdad on culture, politics, counterinsurgency, PsyOp/MISO, Civil Affairs, Information Operations, and training the Iraqi Security Forces. Was also in-country contract manager.

- Performed all source and PAI intelligence research and analysis and briefed the commanding general and senior staff with a focus on political, tribal, cultural, and insurgent groups, persons, and issues.
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STG, Inc., Reston VA

2/2003 to 8/2004

Senior Arabic QC and Training Linguist for DIA's DIAC Office of Document and Media Exploitation

- Trained 40+ Arabic translators to work in the field in Iraq and Qatar with US forces on translation and transliteration standards, practices, and vocabulary.
- Supervised translators, handed out assignments, and edited translations.
- Translated high-priority documents and videos for high-ranking US DoD officials and the White House.
- Compiled, wrote, and designed the Arabic Linguist's Iraqi Freedom Handbook (ALIF), which became the standard guidebook for DoD translators in the field.

AllWorld Language Consultants, Bahrain

3/2002 to 10/2002

Senior Contract Linguist

- Translated and interpreted at senior engagements for the 384th and 319th Air Expeditionary Wings.
- Translated and interpreted as needed for USAF Security Forces.
- Developed and taught cultural awareness programs to all Air Force and Marines newcomers.

OTHER PROFESSIONAL EXPERIENCE

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| • Koroberi, Carrboro NC
<i>Art Director</i> | 2001 to 2002 |
| • Self-employed, Cairo, Egypt
<i>Freelance Copywriter, Art Director, Creative Director, and Advertising Consultant</i> | 1998-2001 |
| • Intermarkets Advertising, Cairo, Egypt
<i>Art Director and Acting Creative Director</i> | 1996-1998 |
| • Self-employed, Cairo, Egypt
<i>Freelance Copywriter, Art Director, Creative Director, and Advertising Consultant</i> | 1990-1996 |
| • AMA Leo Burnett
<i>Copywriter, Graphic Designer, and Associate Art Director</i> | 1988-1990 |

EDUCATION, TRAINING AND CERTIFICATIONS

1991 B.A. English literature (INC), Cairo University, Cairo
2006 Arab Professional Translators Society certification in English-Arabic / Arabic-English
Member of the American Translators Association since 2017