

**Hashem Mohammad Salem Al Widyan**

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Date of Birth: March 24<sup>th</sup>, 1961

Nationality : Jordanian

Sex : Male

Marital State : Married

Languages : Arabic – native; English – fluent (reading and writing)

Qualifications: B.Sc. in Electrical and Telecommunications Engineering

## **PERSONAL SUMMARY**

My 23 years experience in the Jordanian Army / Electronic warfare Directorate and 3 years working as a trainer, consultant and translator gave me a unique ability to be a multi-skilled, reliable and talented translator with a proven ability to translate written documents from a source language to a target language. A quick learner who can absorb new ideas and can communicate clearly and effectively with people from all social and professional backgrounds. Well mannered, articulate and fully aware of diversity and multicultural issues. Flexible in the ability to adapt to challenges when they arise and at the same time remaining aware of professional roles and boundaries.

Would like to work as a translator for a successful and ambitious company that offers great opportunities for career development and progression.

## **WORK EXPERIENCE**

### **INTERPRETER**

Oct 1986 – Aug 2009: During my service in Jordanian Armed Forces I worked as interpreter with Allied and friendly forces during training and exercises.

### **TRANSLATOR**

Oct 1986 – Aug 2009: During my army career I translated many operational and technical manuals, military information and training materials.

Aug 2009 – Present: Working freelance translator providing a translation and interpretation service to clients where needed. Involved converting documents and articles from Arabic into English and vice versa and ensuring that the finished converted articles relay the intended message as clearly as possible.

I translate a local government performance assessment documents and reports for European NGOs.

I translate training materials such as (how to write a technical proposal, project management professional and etc...)

#### **Duties:**

Researching legal & technical phraseology to ensure the correct translation is used.

Liaising with clients to discuss any unclear points.

Providing guidance and feedback and creating customer-specific style guides.

Translation of documents/letters from a Arabic to English & vice versa.

Reviewing and proofreading mother-tongue text.

Revising more junior translators' translations .

Conducting face-to-face interpreting.

Telephone interpreting .

Working as a translator for NGOs, technical firms and training companies.

Excellent English speaking and writing skills.

Retrieving articles from newspapers, magazines, TV and radio stations and the internet and translating them into English or Arabic.

#### **KEY SKILLS AND COMPETENCIES**

Familiar with some translation software tools.

Able to fluently speak English.

Excellent communication and social skills.

Able to work to tight deadlines.

Highly skilled in Word, Excel, power point and Microsoft word.

Willing to travel and able to work under pressure.

Able to prioritize work.

#### **ACADEMIC QUALIFICATIONS**

**PMP Diploma** (QUALIFI – UK, 2011)

**B.Sc. in Engineering, electrical Engineering and telecommunications,**

(University of southwestern Louisiana at Lafayette, USA from Oct 1983 to may 1986)

Rockland Community College (New York, USA from Oct 1982 – may 1983)

**A-level,** (Croydon College, UK from Sept 1979 to June 1981)

REFERENCES – Available on request.