

**Diana F. Naghwai**

<b>Personal Information</b>	<ul style="list-style-type: none"> <li>▪ Marital Status: Married</li> <li>▪ Date of Birth: Aug. 16,1982</li> <li>▪ Place of Birth: Amman – Jordan</li> </ul>
<b>Contact Information</b>	<ul style="list-style-type: none"> <li>▪ Telephone: +962-6-5712615</li> <li>▪ Mobile: +962-79-99 29 839</li> <li>▪ E-mail: <a href="mailto:naghwai_diana@yahoo.com">naghwai_diana@yahoo.com</a></li> </ul>
<b>Languages &amp; Proficiency</b>	<ul style="list-style-type: none"> <li>▪ Arabic: Native Speaker</li> <li>▪ English: Excellent, read and written</li> <li>▪ French: Fair</li> </ul>
<b>Education</b>	<ul style="list-style-type: none"> <li>▪ G.J.S.C./ Literary Stream / Sisters of Nazareth School/Amman/Jordan (June 2000).</li> <li>▪ Bachelor’s Degree in Translation /Applied Science University /Amman / Jordan (May 2005).</li> </ul>
<b>Translation Experience</b>	<ul style="list-style-type: none"> <li>▪ Translated several web contents for different corporate in Amman, including <i>DAR Consultants and Al-Amal Maternity Hospital</i>.</li> <li>▪ Translated legal documents for corporate in Amman, Dubai and KSA.</li> <li>▪ Translated a study on “Female Headed Households in Al-Madinah Al-Munawarah” by the World Bank.</li> <li>▪ Translated a number of technical reports by UN-HABITAT (Offices in Amman, Kuwait, Nairobi, and Iraq office based in Amman). <i>You may see samples of my work online at: <a href="http://www.unhabitat.org">www.unhabitat.org</a> &amp; <a href="http://www.unhabitat.org.jo">www.unhabitat.org.jo</a></i></li> </ul>
<b>Other Relevant Experience</b>	<ul style="list-style-type: none"> <li>▪ September 2002- Present</li> <li>▪ Freelance Translator and Web Editor, working with several entities and individuals.</li> <li>▪ April 2012 - Present Production and Publication Associate – UN-HABITAT</li> <li>▪ August 2007 – March 2012 Translator – UNHABITAT Amman Office. *</li> <li>▪ April 2006 – August 2006 Translator – UNHABITAT Amman Office. *</li> <li>▪ October 2005 – March 2006 Translator and Administrative Assistant / Ambassador's office. Embassy of the Republic of Korea.</li> </ul> <p><small>* Please note that I was recruited twice in UN-HABITAT.</small></p>
<b>Additional Areas of Expertise</b>	<ul style="list-style-type: none"> <li>▪ December 2006- July 2007 Administrative Assistant to G.M. – Bank Audi Jordan</li> </ul>

<b>Courses &amp; Training</b>	<ul style="list-style-type: none"><li>▪ Trainee at the Jordanian Television / News Translation Department.</li><li>▪ Business Letters Writing Skills Course / Talal Abu Ghazaleh College for Business.</li><li>▪ Translation Course / Talal Abu Ghazaleh College for Business.</li><li>▪ Public Relations and Media course.</li><li>▪ Project Management in Practice.</li></ul>
<b>References</b>	Will be furnished upon request