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| Jameel Yousif Ahmed Al-Bazili |
| P.O. Box 26023, 60th Street, Sana'a, Yemen |
| office: (967) 1 580440 mobile: (967) 777425837 |
| Email: jamyemen@gmail.com or info@yialarabic.com |

**Work Experience**

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| **2007to Date** | **Freelance Translator (**English to Arabic and Arabic to English |
| **2010 to Date** | **Founder & general manager of Competentranslation.com :**English to Arabic translation services |
| 2009 | **Founder and Director,** *Yemen Institute for Arabic Language (YIAL)** Prepare YIAL annual plan and budget
* Oversee and allocate staff of 12 instructors and 5 administrators and train them to perform as the general plan.
 |
|  | * Receive incoming students and design personalized course of study
 |
|  | * Coordinate in-house educational materials production and publication
 |
|  | * Facilitate educational and cultural experiences for students
 |
|  | * Maintain institute website and discussion forum
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| **2001- 2008**  | **Director,** *Center for Arabic Languages and Eastern Studies (CALES),*  *At the University of Science and Technology, Sana'a* |
|  | * Created, implemented and evaluated business plan
 |
|  | * Formed teams of instructors and supervised project and assessment outcomes
 |
|  | * Drafted yearly budgets
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| **1998-2000** | **English Instructor**, *Al-Shab Secondary School, and Abdulrahman Al-Ghafiqi* *Secondary School, Sana'a*, instructed Yemeni students, aged 15-18 years, in the four skill areas in English |
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**Education**

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| **2007-2009** | **Master of Business Administration**, *Open University of Malaysia* |
| **1994-1998** | **Bachelor of Education**, **English Language Teaching**, *Sanaa University* |
| **2003 (Oct.)**  | **Certificate in Excel**, first class, *The City and Guilds of London Institute* |
| **2003 (Nov.)**  | **Certificate in Word Processing Techniques,** first class, *The City and Guilds of London Institute* |

**Accomplishments**

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| * Co-founder **competentranslation.com** a translation service from English to Arabic and Vice Versa, 2010.
* Coauthored of Assalmu Alaykum textbook (9 textbooks) for teaching Arabic to non-native speakers: [www.asaktextbook.com](http://www.asaktextbook.com)
 |
| * Co-authored the series of educational materials for use in the Yemeni private educational sector, ***Growing up with English***, Dar Al-Waseela publishing house (2005).
 |
| * Co-authored Arabic as a Second Language materials in grammar, reading, conversation and Arabic media: [http://www.amazon.com/Listening-Speaking-Volume-Arabic-Edition/dp/1503156613/ref=pd\_rhf\_gw\_p\_img\_1](http://www.amazon.com/Listening-Speaking-Volume-Arabic-Edition/dp/1503156613/ref%3Dpd_rhf_gw_p_img_1)

 (2001 to present) |

**Skills**

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| * Translation skills from English to Arabic and vice versa.
 |
| * Motivated self-starter with the ability to envision, implement, observe, and adapt plans
 |
| * Outstanding cross-cultural communication skills
 |
| * Strong Ability to formulate and lead teams
 |
| * Sensitive and tactful management of human resources and students
 |
| * Highly tolerant for ambiguous, stressful, and time-sensitive tasks
 |
| * Familiarity with cultural, political, and social norms and how to respect them in

 professional settings * Proficient use of the Microsoft Office Programs suite
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**Personal**

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| Born in 1976 in Dhamar, Yemen. Married, father of five children.  |

**References**

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| 1. Dr. Hussein Al-Bahji, University of Science & Technology, Sana'a  |
|  (967) 7111 24066  |
| 2. Dr. Steven J. Steinbeiser, J.D. Resident Director of American Institute for Yemen Studies (AIYS)  |
|  (967) 1 278 816  |
| 3. Ms. Brenda Cox, trainer in pedagogical theory  Bscox1@gmail.com  |
| 4. Mr. Mike Cleveland, FIMAS  thetribe@securenym.net  |

Copies of publications and other written samples are available upon request.