**Curriculum Vitae**

**Name : Amira**

**Last name : Guesmi**

**Nationality : Tunisian**

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**Education and Qualifications:**

* **2014-2016: Master degree in linguistics in the Faculty of Letters, arts and humanities of Manouba (working on thesis).**
* **2011: Bachelor Degree (licence) in the English language, literature and civilization. Faculty of Letters, Arts and Humanities of Manouba.**
* **2008: Baccalaureate certificate: Experimental Sciences, principal session.**

**Work Experience:**

* **Freelance note taker/Translator/Interpreter :**

**-**Worked with IOM (International Organization for Migration) on several meetings and workshops.

-Translating literal and technical documents from Arabic to English- English to Arabic.

* **March-June 2016: Specialized researcher with the Navanti Group, LLC, Virginia, USA.**

- translate, analyze, and write short reports and summaries based on social and traditional media.

* **February –November 2015: Arabic Instructor for American Students in School of International Training, Tunisia (World Learning).**

-Teach the Arabic Language to American Students.

-Prepare and Grade Exams.

-Help students draft their blogs in Arabic.

-Report students’ progress to the program coordinator.

* **October - December 2014: Interpreter/Assistant with the Carter Centre.**

-Provide simultaneous interpretation (Arabic/English) as needed.

-Provide written translation (Arabic/English) of documents on a wide range of programmatic areas if required.

-Assist with setting up meetings with local election administration counterparts if required.

-Accompany the short-term observers on their regional travels in Tunisia and stay with them during the trip.

* **September 2014: Business English Instructor at ENIT.**

-Teach and prepare future engineers for the job market through mastering the technics of communicating in English.

* **2013-2014: Fulbright scholar: Teaching assistant for Arabic at Chapman University, Orange County, California, USA.**

-Assist faculty members with classroom instruction, exams, and record keeping.

-Tutor or mentor students.

-Obtain materials needed for classes, including texts and other materials.

-Prepare presentations for lectures.

-Create and write materials such as syllabus, visual aids, answer keys and course website.

-Correspond with students on Blackboard.

-Take attendance and record responses.

**Conferences and Trainings:**

* **25 February 2015:** Co-interviewing in the Thomas Jefferson Jury Board.
* **30 January 2014 in the United Nations Headquarters New York**: assisted in Committee on Teaching about the United Nations (CTAUN) “Promoting Peace through Education”.
* **2010:** certificate of summer training LVN ( Language Village in Nabeul –Tunisia)

**Computer Skills:**

* **Word, Excel, PowerPoint, Internet, etc.**

 **Languages:**

* **Arabic: fluent written and spoken (mother tongue).**
* **English: Fluent written and spoken.**
* **French: intermediate.**
* **German: basic.**