**RESUME**



Faisal Ali Ahmed Al-Dawli

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# Profile Statement:

A multi-skilled team player and leader with almost 8 years' progressive professional experience in translation/interpretation, human resources, training, team management, service providing, and research. I proved during my entire professional career to be, highly skilled in Translation/interpreting & time management, capable to handle multiple tasks, prioritize duties, work under pressure, deliver high quality on time products, and achieve impressive results, even under challenging situations, while adhering to the clients' specifications, keeping their needs and intent in mind, and their satisfaction as my first priority. I am a certified translator for UNESCO Yemen and Arab Professional Translators Organization-Jordan.

# Professional Experience:

## Freelance Translator Different International Companies 2018- present

* + Providing translation, transcription, and subtitling services in English<>Arabic language pair for many translations and localization companies in China, United States, UK and Dubai. These services are not full-time tasks; they depend on the number of projects that companies receive. However, I receive projects from such companies at least twice a month.

## Translator-on-call Center of Translation- Sana'a University 2017-Present

* + I work as a certified translator/interpreter for **Center of Translation- Sana'a University** the top of translation offices in Yemen working with internal and external clients as CEAR, World Bank, Save Children, GIZ and other international bodies. I have translated, proofread and edited texts from Arabic into English and vice versa in a wide range of fields. I have also interpreted for a number of international figures visiting the university, the ministries and field locations.

## Senior Translator/Interpreter Connect Center for Translation Services 2018-Present

* + Translate written and verbal communications between English and Arabic.
  + Serve as on-call translator for teleconferences as required.
  + Localizing products in legal and business industry that includes reports, legal contracts, business contracts, certificates of all kinds, and court issued documents.
  + Proofread and post-edit translations of different documents to ensure their accuracy and acceptability.
  + Provide quality assessments of sensitive translated documents that are highly classified.
  + Interpret communications between Arabic-speaking and English-speaking parties as required.
  + Interpret for company executives on their meetings with foreign delegates.
  + Translate and check translation quality of different websites from Arabic to English.
  + Help in guiding and training translation practitioners.
* **Lecturer/Teacher (Hourly employee)**

## Sana'a University/ UST/Jordan Un/Azal University/Yemenia University 2014-Present

* + Teaching English speaking, writing, linguistic and translation courses.
  + Making course plans of the subjects to be taught at the beginning of each term.
  + Observing, facilitating and evaluating in-class speaking, writing and interpreting activities.
  + Observing, and guiding students in their projects and researches on translation.
  + Evaluating students' performance through assignments, mid-term and final term tests, and consecutive and simultaneous interpreting presentations and activities.
  + Doing end of term students' results and reports
* **Institute Manager and HR Officer/ ABI (Evening-Shift Job) 2016-August 2020**
  + Manage a number of staff including, the Institute Coordinator, Marketing Officer, Secretary, Administrator Assistants and Teachers.
  + Provide expert advice and guidance to the administrators and other associated staff and partners to ensure successful education delivery.
  + Take responsibility for developing and using education management tools, processes, and procedures.
  + Deal with any conflicts or issues arising with a high level of tact, diplomacy, and sensitivity.
  + Represent the Institute at events, where needed, to initiate, develop and manage strategic relationships with outside organizations as appropriate.
  + Ensure that the team is taking advantage of all institute opportunities to promoting Institute activities.
  + Oversee the contract negotiations with the partners, in conjunction with legal and finance specialists.
  + Prepare advertisements of job vacancies, job descriptions, candidates' specifications.
  + Search for, identify and contact potential teachers and employees.
  + Review and screen applicants' resumes, shortlist, interview and test invited candidates. Select, recruit and train selected teachers or administrative members.
  + Liaise with administrators and teachers, evaluate staff's performance.
  + Prepare budgets for educational programs.
  + Sign, review and archive documents of daily, weekly and monthly purchasing needs.
  + Review and check staff's salaries, awards and loans.

## English Language Teacher (Hourly rate job) ABI/ ILC/ CTLT/SEEDS/ YALI /JAGS 2012-August-2019

* + Prepared and delivered English Language lessons according to the standards set out by the mentioned Institutions.
  + Helped students acquire the language and provided a positive and professional role model for them.
  + Made a positive contribution to the running of the academic programs by arriving punctually for classes, attending staff meetings and professional development sessions.
  + Undertook essential administrative tasks as delegated by the mentioned Institutions as;
    - Maintaining class registers and work records accurately
    - Administering and marking course assessment tasks.
    - Completing end of course student reports
    - Assisting the Director of Studies with student testing and placement.
    - Carry out other tasks assigned to me by Academic coordinators.

## Translator Assistant & Transcriber (TC for Translation (Freelancing job) 2013-2018

* + Translated written materials from Arabic and English and vice versa.
  + Assisted in proofreading, editing, and revising translated materials to accurately reflect target language.
  + Transcribe videos from English into Arabic and the vice versa.
  + Translate & synchronize short videos using Aegisub
  + Accompanied senior translators to various meetings, ceremonies, etc. and assisted in performing quality interpretation work.
  + Accurately translated and interpreted both legal, economic, scientific, technological terminology and colloquial language.
  + Checked translations of technical terms and terminology to ensure that they are accurate and remain consistent throughout translation revisions.

# Education & Relevant Training:

* + Master Degree in Translation Studies (Literary Translation) with Excellent grade equivalent to 95%.

Faculty of Arts-Sana'a University. (January 2017-October 2018)

* + High Diploma in English and Translation Studies with Excellent grade equivalent to 92%. Faculty of Arts-Sana'a University. (2015-2017)
  + Diploma in Microsoft Office Programs

Academic British Institute (February 2013- May 2013)

* + TOEFL ITP with a score equivalent to 557.

AMIDEAST (March 2013)

* + Diploma in Business Administration.

The Academic British Institute, Sana’a (2010)

* + Bachelor of English with a very Good Grade equivalent to 81.92% Faculty of Education & Applied Sciences- Hajjah (2005-2009)

# Professional Training:

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| --- | --- | --- |
| **Name of the Course** | **Institution** | **Date of the Course** |
| Building a Better Response | Humanitarian Academy at Harvard | Nov 20, 2020 |
| Introduction to Humanitarian Translation | Translators Without Borders | Nov 18, 2020 |
| Recruiting, Hiring, and Onboarding Employees | University of Minnesota and offered through Coursera.org | Nov 14, 2020 |
| Communicating Across Cultures | LinkedIn Learning | Nov 12, 2020 |
| Communicating about Culturally  Sensitive Issues | LinkedIn Learning | Nov 11, 2020 |
| Diversity, Inclusion, and Belonging | LinkedIn Learning | Nov 6, 2020 |
| Remote Interpreting | Cross-cultural Communications | Sept. 24, 2020 |
| The Sphere Handbook in Action | Humanitarian Leadership Academy | 5 August 2020 |
| IHL and Core Humanitarian Principles | Humanitarian Leadership Academy | 20 July 2020 |
| Preparing to Manage Human Resources | University of Minnesota and offered through Coursera.org | 19 July 2020 |
| Recruitment and Induction in Emergencies | Save the Children | June 13, 2020 |
| Problems and difficulties of Legal Translation Workshop | Mohamoud Sabra- Justice Academy Online**-**  [**https://live.portolearn.com/b/mah-tpd-zdk**](https://live.portolearn.com/b/mah-tpd-zdk) | June 11, 2020 |
| Introduction to History of Humanitarianism | Save the Children | July 5, 2020 |
| Communication Essentials for Member States | Open WHO | July 3, 2020 |
| Infection Prevention and Control (IPC) for  COVID-19 Virus | Open WHO | July 2, 2020 |
| [ePROTECT Infections Respirators (En)](https://openwho.org/courses/eprotect-infections-respiratoires-aigues) | Open WHO | July 2, 2020 |
| BSAFE | UNDSS | June 28, 2020 |
| Data Analytics For Decision Making: An Introduction To Using Excel | Future Learn | June 22, 2020 |
| Data Protection Regulation | NETHOPE | June 28, 2020 |
| Safeguarding Essentials | Humanitarian Leadership Academy | June 28, 2020 |
| Child Rights and Why They Matter | Humanitarian Leadership Academy | June 27, 2020 |
| Prevention of Sexual Exploitation and Abuse | Humanitarian Leadership Academy | June 27, 2020 |
| Introduction to Sexual Exploitation and Abuse | Humanitarian Leadership Academy | June 27, 2020 |
| Human Right Course | Amnesty International (Coursera) | June 5, 2019 |
| HR Course | Harvard University (EDX Website) | July 9, 2019 |
| TESOL Workshop | Sana'a University-Faculty of Arts | August 7, 2016 |
| Shaping the Way We Teach English | US Embassy-English Dept. of State | June 26, 2013 |
| Office Administration Course | ABI | Sept 10, 2013 |
| Business Correspondence | ABI | April 5, 2014 |
| Leadership and the Project | 21st Century Institute | May 5, 2014 |
| Managing Projects & Other Self-  development Courses | 21st Century Institute | June 15, 2014 |

* **Technical Knowledge & Computer Literacy:**
  + Excellent at using famous translation tools such as SDL Trados, Smarcat, Wordfast, OmegaT, Aegisub.
  + Very good at all MS Office Applications (Word/Excel/Access/PP/ Typing E&A).
  + Skillful in using internet, outlook and emails.
  + Familiar with all kinds of Sharp Photocopy Machines, EPSON & HP printers, faxes and some networks.

# Languages:

|  |  |  |  |
| --- | --- | --- | --- |
| **LANGUAGE** | **READING** | **WRITING** | **SPEAKING** |
| **English** | Excellent | Excellent | Fluent |
| **Arabic** | Excellent | Excellent | Native |

* **Personal & Work Skills:**
  + Familiar with Aegisub, Trados Studio, MemoQ and Smart CAT Tools.
  + Excellent at using Office 365 and Outlook.
  + Very Good at Using Excel Application for data entry.
  + Excellent and fluent writer and speaker of English.
  + Enjoy team spirit and flexibility.
  + Fond of learning new things and using new technologies.
  + Fond of protecting and supporting the right of all poor people to have a good life.
  + Ability to work and take challenges under pressure.
  + Flexible and easygoing.
  + Readiness to work in disastrous and war places.
  + Ready to do extra-work as requested.
  + Initiative and self-confident.
  + Excellent in Using Microsoft Office and Internet.
  + A reliable & official translator
  + Able to work in team or individually
  + Well-organized and punctual.
  + Strong organizational, analytical and time management skills, with very good attention to details.
  + Flexible, resilient under pressure and decisive with proven track record of delivering results to a high standard within tight deadlines.
  + Unique ability to quickly learn organizational processes, workflows, policies and procedures of various companies and organizations.
  + Deep Knowledge in protection principles and sectors.
  + Able to deal with refugees and affected people in targeted places
  + Excellent at data analysis, entering and evaluation.
  + Ability to write good reports, success stories in English and Arabic.
  + Excellent at communicating and building effective relationship with targeted people.
  + Experienced & Skillful in solving any raising problems.

# Volunteer Work:

## Translation Coursera.org (based on my free time) Jan. 2020- Present

* + Providing high-quality online English to Arabic translations in free humanitarian related courses.
  + Translating the subtitles of training videos online using Smart CAT Tool.
  + Prof-reading and editing ready translated subtitles to ensure their translation accuracy and Arabic fluency.
  + Aim of doing this job is to help Arabic poor learners reach free English courses in their own language.

## Cholera Campaign Alwahdah District-Sana'a 2019

* + Distributed medical supports and made training sessions to targeted people to help them take the necessary procedures in order to avoid cholera.

## Food distribution and IDPs Data Collection(casual) NRC- Washah-Hajja March-April 2016

* + Visited different places in the area and collected data of internal displaced people, checked the data accuracy. Participated in food distribution to the targeted people.

# Referees:

* + Prof. Abdelrahman Abdrabou Mobile: 777248064

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