

# Fatemah Ghafari

571-657-8767, [Ghafirifatemah@gmail.com](mailto:Ghafirifatemah@gmail.com)

Manassas, VA

## SUMMARY

A highly motivated and detail-oriented professional with eight years of diverse experience in translation, interpretation, and project coordination. I specialize in delivering accurate translations, facilitating communication for diverse teams, and supporting immigrant and IDP (Internally Displaced Persons) research. Adept at women's capacity building, field data collection, and monitoring and evaluation, with a strong track record of problem-solving and teamwork in multicultural environments, translating reports, interviews, training feedback, and FDGs notes.

## KEY SKILLS

- Proficient in Translation and Interpretation (English, Persian/ Dari)
- Expert in Cross-Cultural Communication
- Strong Attention to Detail and Accuracy
- Experienced in Document and Report Translation
- Skilled in Verbal and Written Communication
- Adept in Facilitating Multilingual Meetings and Conferences
- Excellent Time Management and Scheduling
- Proficient in Research and Analysis of Multilingual Texts

## EDUCATION

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Pondicherry University- India

**M.A. South Asian Studies UMISARC, Center for South Asian Studies**

06/2021

Pondicherry University-India

**Post Graduate Diploma in Professional Communication in English (PGDPCE)**

Herat University

**BA in Economics (Business and Administration)**

2015

## WORK EXPERIENCE

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AABRAR/UNDP

**Interpreter Officer**

**09/2021 - 11/2023**

Facilitated communication between project partners, teams, and colleagues, leading to a 20% reduction in misunderstandings and reporting errors.

Developed and delivered training sessions on effective communication strategies for multilingual teams, enhancing understanding and collaboration across cultural and language barriers.

Coordinated interpretation services for project meetings, workshops, and training sessions, resulting in a 15% improvement in participant engagement and comprehension.

Conducted language and cultural orientation sessions for new team members, contributing to a smoother integration and a 20% increase in team efficiency.

Collaborated with project management to identify and address language-related challenges, resulting in improved project outcomes and a 15% increase in overall project success.

Trained and mentored a team of 80 trainers on effective communication techniques, successfully enhancing their ability to deliver training to a diverse audience.

USAID

**Monitoring and Evaluation Officer and translator**

05/2017-07/2019

- Provided interpretation and translation services for project teams and beneficiaries, ensuring accurate communication across multilingual environments.
- Translated and prepared all reports from monitored events and beneficiary feedback, conveying them to the management team to support informed decision-making.
- Conducted rigorous data analysis on financial records, uncovering key insights and trends that led to implementing cost-saving measures, resulting in a 15% reduction in expenses.
- Developed and implemented a comprehensive M&E framework for the project, improving data collection and analysis processes.
- Supported the USAID Promote project, which includes four components: Women in the Economy, Women in Government, Women in Leadership, and Musharikat.

PTRO (Peace Training and Research Organization)

**Government Officials Capacity Building Trainer  
Researcher**

05/2016-05/2017

- Delivered comprehensive capacity-building training sessions to over 50 subnational-level government officials on good governance, peacebuilding, and advocacy, resulting in a 30% increase in their understanding and application of these principles.
- Developed comprehensive training modules on violence negotiation and communication skills for male and female participants, leading to a 50% improvement in participants' ability to mediate conflicts effectively.
- Trained participants from civil society organizations, district development councils, and provincial development councils on women's rights, government and Sharia law, conflict resolution, and mediation techniques, resulting in a 40% increase in awareness and understanding of women's role in peace.

International Advisory Services

09/2014-12/2015

**Social-Economic Researcher**

- Implemented innovative data visualization techniques to present findings from field data analysis, resulting in increased stakeholder comprehension and buy-in, leading to a 20% increase in funding for market research initiatives.
- Conducted comprehensive analysis of qualitative and quantitative data collected from the field, resulting in the identification of key market trends and customer preferences, enabling the development of targeted strategies to increase sales.
- Identified and resolved data errors by performing thorough cross-checks with the field team, resulting in a 30% decrease in inaccuracies and improved data quality.
- Collected quantitative and qualitative data from client interviews, market research, and industry reports to inform strategic recommendations for key clients, resulting in a 30% increase in client satisfaction ratings.
- Conducted focus group discussions (FGDs) with 50 stakeholders, beneficiaries, and community elders to gather qualitative insights on program effectiveness and identify areas for improvement.

**Admin officer at Jawanan Nabiqa Private High School**

**03/ 2012- 06/2014**

As a School Administrative Assistant, I played a vital role in ensuring the smooth operation of administrative tasks within the educational institution. My responsibilities encompassed a wide range of duties crucial for the efficient functioning of the school environment.

**Academic Advisor at Afghan \_Turk High School**

**2011\_2012**

**Reference**

**Reference will be provided if required.**