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|  ***Curriculum Vitae*** ***Name: Khaldoon Hussein Ali******Address: 145 Muzzy St Chicopee, MA 01020***  |
| ***Telephone: 4138853720*** |
| ***E-mail: khaldun\_hussein@yahoo.com***  |

***PROFESSIONAL SUMMARY***

***Professional Arabic Interpreter and Translator capable of handling a wide range of communications functions. Proven track-record of consistently producing quality work for high-value clients and senior managers and executives. Highly accomplished in translating and interpreting for governmental organizations, multinational corporations and non-profit agencies .Enthusiastic professional, responsible person and computer literate. Proven leadership abilities in working as a team, handling multiple tasks, great adaptability to any enterprise's environment. Looking to obtain a challenging position offering growth in any organizations or companies with the philosophy of customers support and complete satisfaction.***

***Key Skills***

* ***Fluent in English & Arabic (bilingual)***
* ***Translating documents from English to Arabic & vice versa***
* ***Simultaneous and consecutive interpretation***
* ***English Teacher***
* ***Excellent interpersonal skills, initiative and attention to detail***
* ***Intercultural communication & multinational business environments***
* ***Open source analysis on Middle East media outlets***
* ***In-depth knowledge of the methods and techniques to plan community outreach programs in areas of education and business and communication.***
* ***Familiar with various social, political, regional and economic issues .***
* ***Extensive knowledge of computer applications and multimedia communication tools.***
* ***Posses' effective relationship building and communication skills .***
* ***Ability to work collaboratively with staff, students, families and the public .***
* ***Handle responsibilities to identify, coordinate and schedule local community outreach activities.***
* ***Handle the tasks to develop various community outreach activities/programs by an evaluation of the needs of the community groups and general public.***

***Employment/ Work Experience***

***[2010-2012] [Iraq / USAID Field Coordinator/ Reporting & DATA SPECIALIST]***

***[Monitoring & Evaluation]***

***Key Responsibilities:***

* ***Providing monthly, weekly and daily standard reports to the operations and clients with multiple accounts handled.***
* ***Assisting SBDCs in carrying the programs that funded by USAID .***
* ***Seeking business sponsors for youth employment program .***
* ***Programs Marketing.***
* ***Conducting visits and documents monitoring.***
* ***Preparing success stories of beneficiaries.***
* ***Monitoring training courses and other courses that held by SBDCs.***

***[2003-2007] [English-Arabic Interpreter/ L3 Communications.***

***Key responsibilities:***

* ***Perform English-to-Arabic translation.***
* ***Collects and analyzes data, translates or interprets data as needed and reports on Arabic materials.***
* ***Prepared to perform a variety of translations, including document-to-document and audio-to-document translation of the Arabic language to standard English.***
* ***Act and perform both simultaneous and consecutive interpretation.***
* ***Coordination between civil departments, courts and US Government offices.***

***2007 - 2010 Global Linguist Solutions, LLC (GLS)***

***A U.S. contractor providing interpretation and linguistic analytical***

***support to the U.S. Department of Defense***

***Key responsibilities:***

* ***Provided interpretation and cultural perspective for U.S. officials and Iraqi counterparts during community-needs assessments and humanitarian missions***
* ***Assist military officers with local purchases and provide interpretation support at military traffic control points***
* ***Identified cultural misunderstandings, developed and led cultural training to foster peaceful, effective communication between Americans and Iraqis***
* ***Assessed local security reports and local news outlets and produced operational situation reports***

***Education / Qualifications***

***2011 Management***

***Key Modules:***

* ***Strategic Thinking & Development***
* ***Creating Team Spirit***
* ***Balancing Personal/Professional Priorities***
* ***Leading Effective Meetings***
* ***Boosting Staff Performance***
* ***Dealing with Difficult People***
* ***Creative Problem Solving***
* ***Leading . Managing***

***2010 Reporting & Data Entry***

***Monitoring & evaluation***

***Key modules:***

* ***Introduction to monitoring and evaluation***
* ***Logic models and formulating evaluation questions***
* ***Indicators and measurement***
* ***Data collection strategies***
* ***Managing evaluation processes***
* ***Survey design***
* ***Interviewing process***
* ***Data analysis***
* ***Reporting results***

***[2001-2005] Dhiqar University***

***English Language and Literature/BA***

***Key Modules:***

* ***Introduction to Drama***
* ***Language and Context***
* ***Beginnings of English***
* ***Studying Modern Literature***
* ***Academic Community***

***REFEREES***

***Available upon request***