**CURRICULUM VITAE**

***Name***: Maha Sulieman

***Place of birth***: Damascus, Syria

***Date of birth***: 6-11-1975

***Current Address***: Gaziantep, Turkey

***Marital status***: married, three children

***Email***: mahasul@hotmail.com

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**EDUCATION:**

1997-1998 Post-graduate studies in translation and localization, Damascus University

1993-1997 BA- English Literature, Damascus University

2015-2016 Global Certificate in Translation from GTI

**EMPLOYMENT HISTORY:**

1998-2006 English teacher, Headway courses, Damascus Language institute

1998- 2001 Translator for Nour El-Sham book centre and Dar- Qutaiba

2005- 2006 Program assistant, FAO, Damascus

2006- 2012 Freelance translator for FAO, Damascus

2006-2010 Freelance translator for WFP, Damascus

2008- Co-translator for UNICEF report (Child Friendly Hospital)

2008-2012 Freelance translator for UNDP, Damascus

2006-2012 Freelance translator for Ubaikan publishers- KSA

2011-2015: Freelance translator for IMC

2014- 2016: Freelance translator for UNICEF

2014-2016: Freelance translator for GOPA

3/2016-9/2016: Reporting Senior Assistant- UNHCR Damascus

**PUBLICATIONS**:

1000 Questions and Answers- Nour El-Sham book centre (translation)

Principles of Islamic Jurisdiction -Nour Al- Sham book center (translation)

Evolution of the Gospel – Dar Qutaiba (co-translation)

The Life of Rowla Bedwins- Dar Qutaiba (co-traslation)

The Assassins Gate- Ubaikan (translation)

Creativity, INC- Ubaikan (translation)

Accreditation of Higher Education- Ubaikan (Translation)

Guernsey Literary and Potato Pie Society- A Lebanese book centre (translation)

Manual for TOT on organic agriculture- FAO- Syria and MAAR (translation)

Child Friendly Hospital – UNICEF (co-translation)

A Large number of reports and manuals for FAO, UNDP, WFP, IMC and UNICEF- GOPA

Several training materials and Power point presentations for IMC

Several researches on education in several developed countries

Several articles for Islamic Exhibition- Kuwait

Mid-Year Report – UNHCR- Syria (translation and co-editing)

**Skills:**

Ability to use computer; word, excel, power point, dream weaver, FLV, Photoshop

Ability to prepare researches and training materials and to give presentation and training

Managerial skills and teamwork organization

**Languages:**

Arabic: Native

English: Excellent

French: Fair