**Resume**

**Personal information**

**Full name: Munir Yousef Musstafa Odeh**

**Nationality: Jordanian**

**Marital status: Married /two sons and three daughters**

**Residential address: Iskan Almalia Waziraa'/ Al Jwaidi/ Thfail Alqatarni Street/Amman**

**House telephone number: 0096264130362**

**Mobile/ 00962796116860**

**Email address: odeh.munir@yahoo.com**

**Experience**

1. **Translator and interpreter for GLS "Global Linguist Solution" in Iraq with US troops, from December 2006-October 2008**
2. **Translator and interpreter for ANHAM Company, from November 2008-October 2009**
3. **Executive manager and official translator/ interpreter, for General Trade Union of Banks, Insurance, and Auditing Employees in Jordan from 2003-2006**
4. **Administrative office manager, and translator for Taqwa Company in Saudi Arabia from 1999-2003**
5. **Executive manager and official translator/ interpreter for General Trade Union of Banks, Insurance, and Auditing Employees in Jordan from 1994-1999**

**Duties and achievements**

\* **Translating the automotive spare parts, tracking requests, issuing and inventory, about 250000 wards, and training the Iraqis how to use the data base and how to operate different facilities.**

**\* Translating about 10 big equipment's and vehicles user manuals**

\* **Interpretation all meetings and conferences and media reports**

**\* Translating all official memos**

**\* Translating 100 pages from the doctors without borders book, about Geneva Convention, war crimes court, crimes against**

 **Humanity, and many related issues**

\* **Translation of Bing Bong statute in Jordan**

\* **Writing official and commerce letters**

**\* Translation of tens of legal, marketing, advertisement, news release, calculus, identification cards and agreement documents.**

**Skills and hippies**

**Excellent command of English and professional in Arabic,**

**Expert as an Arabic proof-reader**

**Excellent knowledge of computer skills**

**Very good in operating, using and somehow maintaining office equipment's**

**Excellent in management and administration including filing systems and arranging conferences and seminars**

**Professional in teaching calculus, English grammar and Arabic grammar**

**Education and certificates**

**Bachelor degree from university of Jordan in 1978**

**Diploma in telecommunications from Queen Nour Technical Institute in 1981**

**Certificate from British council passed level 15 in English grammar**

**13 appreciation and recommendation latters**

**Other related issues**

**Valid Jordanian driving license**

**\*Highly motivated, communication skills, hardworking, accurate, always on time, working productively under pressure, team-player and etc**

**Working history**

**Eleven years as a telecommunication technician at Queen Alyaa' Airport from 1981-1992**

**Nine years as a translator/interpreter and executive manager for General Trade Union of Banks, Insurance and Auditing of Employees in Jordan from 1994-1999 and from 2003-2006**

**Three years as a translator/interpreter and office manager for Taqwa Company in Riyadh/ Saudi Arabia from 1999-2003**

**Three years as an translator/interpreter for global linguist solution and for ANHAM company in Iraq from 2006-2009**

**References:**

1. **Motscht2@ao1.com** **/ Timothy Motsch / LCDR USN /Senior Adviser**
2. **Andrew m dincher / Captain US Army**

**all documents are available when requested**