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| |  |  | | --- | --- | | **Full Name:** | **Full Address:** | | Nedal Zakaria AL-Hasan  **DOB:** 1970  **Nationality:**  Syrian  **Job Title**: **Training** **Consultant** /**International Instructor/Trainer,**  **Translator/interpreter** | St. 151  Nuqra –  Hawally- Kuwait  scan | |  |  | |

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**Profile:**

**Internationally qualified educator,** **interpreter and translator**-**trainer**, **ESL**& **AFL** **teacher/trainer**, **business English** **Instructor, manager and management Trainer** with more than fifteen years experience of **teaching, training, consultation, and translating** both in English and in Arabic. **My experience has been accomplished in all levels of language teaching, and management training, with focus on business environment and HR training and consultation** **with experience in conducting workshops, HR development consultation, training sessions on business correspondence (Email Writing & Etiquette) and business reports, demonstrations for staff, managing and coordinating teamwork.** I worked also as a trainer officer in the anti-air defense force. I worked as an acting supervisor of the English Language Department at the military college. I taught at Kuwait University and the Arab Open University.

I work **as an Interpreter in conferences and events** for **UN commissions and other international organizations in Kuwait and the region. I am** **registered officially as a translator/interpreter at the World Bank Group.** **I conduct workshops on Journalistic Translation and Editing at KUNA (Kuwait News Agency)** for **Journalists and editors working for various news papers**.

I have **a Master of Education in International Teaching & training -** **Framingham State College** (USA) – Kuwait Site. **Recently I have developed a one-year certificate program in translation and editing for the American University of Kuwait. I am Framingham State College Alumni and international instructor. Currently, I am doing my PhD in Business Administration at Lahaye University – Netherlands.**

**Education/Qualifications**

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| **Name of Establishment**  *From M/Y To M/Y*   1. **Diploma in Translation (Jan,2008)** 2. **Master of Education (International**   **Teaching & Training – Grade A)**  May 2006 –Dec.2007 | ***Location of Establishment***  Institute of Linguists – London  Framingham State College – USA- Kuwait Site |
| 3. The American Language Centre  “**College Preparation Class**”  (Sep to Oct 1994) | The American Embassy-  Damascus – Syria |
| 4. University of Aleppo-  **Postgraduate** “**Diploma in Translation & Qualification**”  (Oct2002 – Jan 2004) | Aleppo – Syria |
| 5. Faculty of Arts & Humanities-  University of Aleppo  **Bachelor’s Degree in English Language and Literature**  (Sep1989 – July1992) | Aleppo – Syria |

**Work History**

**Currently: Freelance Interpreter, Trainer, and Consultant**

**1. Feb.1- Aug. 1, 2006 –General Manager –**

**Newcastle Training Institute**

**2. May 2006- Still ESL & AFL Instructor, Translation Instructor/Trainer**

**Business English and Business writing Trainer**

**(Part-timer) The American University of Kuwait**

**3- July2004- January 2006 Head of Translation & Training:**

**Teacher-trainer & Teacher of**

**(Part-timer) Arabic and English - Berlitz- Kuwait**.

**4. Oct.2005- EFL Instructor–Faculty of Science–Kuwait University.**

**5- 2004/2005- EFL Instructor at the Arab Open University.**

**(Part-timer)**

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| **6- Oct 2003 – April 2005** | **EFL Teacher, and Acting supervisor**  **( at the Military College)**  IPETQ **-** Kuwait  **Responsibilities:**   * Training and preparing students for their exams * Examiner and test material writer * Help develop and up-date teaching methods * Translate and prepare students’ files into Arabic * Teaching cadets at the Military College * Supervising other teachers * **Developing and editing the English language textbook (Committee member)** |
| **7- Jan 2004 – Present**  (Free Lance) | **Translator & editor**  1.Cantranslate (Canadian Gulf Center for Translation)-  Kuwait  2.Al-Abraj Company for Translation and Publishing Services  **Responsibilities:**   * **Translating and editing contracts, documents, bids, articles, economic reports, financial statements etc.** * **Translated and edited many articles for the magazines: AIRPORT, ALBURAQ** * **Translated and edited press releases and financial statements for ALMARKAZ (SHALL Group)** * **Reviewing and editing written texts in Arabic and English** * **Translated and edited Petronet website** * **Translated and edited The UN Evaluation Report about Kuwait cooperation with UNDP.** * **Translated and edited the Annual Report for Texaco.** |
| **8- Nov2002-11Oct 2003** | **EFL Instructor**  New Horizons- A member of Humansoft Corporation-  Kuwait  **Responsibilities:**  Senior teacher and team activator   * Demonstrate model lessons * Newsletter editor * Write test materials * Team leader and organizer * Help train students and staff * Coordinate efforts and edited articles for monthly wall magazines |
| **9- Aug to Nov. 2002** | **EFL Teacher**  **Ministry of Interior** (Police School)- Syria   * Training cadets how to communicate in English * Conducting big classes of about 200 students |
| **10- Sep1993 – April 1999** | **EFL Teacher**  **Ministry of Education**- Syria   * Teaching high school students |
| **11- Oct1993 – June 1995**  (Part-timer)  (Afternoon and evening classes) | **TOEFL & Conversation Instructor**  **University of Aleppo - Syria**   * Helped MD Master students prepare for their TOEFL tests and for their English language programme * Conducted conversation classes |
| **Achievements:**   * **Instructor in the International Education Program with Framingham State College – USA** * **Third top graduate from university** * Instructor of the month for the Month of February 2003 * Grade A+ teacher with promotion potential/ at IPETQ * Helped develop the final exam forms, answer key, and video lessons * Wrote review units for the Military College Textbook * **Proofread and offered advice to other teachers with their writing** * Delivered quality lessons and demonstrated model lessons * **Conducted training sessions on business correspondence and reports, and HR training.** * Devised a new method to adapt Direct English course to classes of larger   numbers of students at New Horizons -Kuwait.   * Wrote test materials, writing assignments, and oral exam questions * **Coordinated the preparations for wall magazines for twenty-five classes.** * **Translated and edited a lot of articles and ads, including ads for Toyota, Mazda 6, Mazda 3, economic and financial reports for ALMARKAZ and SHALL group, bank statements and annual reports, and Petronet website.** * Trained students on acting out scenes and presentations. * **Helped recruit new personnel for IPETQ**. * Attended an intensive course in customer care and service/ at New Horizons- Kuwait. * Taught Arabic language and grammar. * Teaching Arabic for non-Arabs at Berlitz - Kuwait. * Head of Translation & Training at Berlitz – Kuwait. * Train new teachers and staff members, and coordinate training sessions. * Interpreted in the conference held in Kuwait by UNAMI and UNDP on human rights center in Iraq (May- 2005) * **Participated in and Interpreted at the National Training Workshop on Foreign Direct Investment held by UN-ESCWA, UNCTAD, UNDP, and the Ministry of Planning in Kuwait (25-29 June - 2005). (Trainers from International Monetary Fund and consultants from ESCWA and Central Bank of Kuwait addressed the factors and tools of identifying foreign direct investment according to the company's type of investment and business activities.** * Interpreted at the “Partners in Participation” workshop held by The NDI (National Democratic Institute) in Kuwait, September 2005. * **Interpreted in the Tenth Industrialists Conference in Kuwait.** * Interpreted in the Ninth Conference of the Executive Council of the Ministers of Awqaf and Islamic Affairs- held by Kuwait Chamber of Commerce and Industry. * Participated and Interpreted in "Workshop in Training of Trainers for CITES management authorities and customs officers in the Arab region- 11-15 March 2006, Kuwait, held by Environment Public Authority and IFAW. * The conference "We and the Other", 6-8 March 2006 held by the * Ministry of Awqaf- Kuwait, Higher Commission on Enhancement of moderation, and ISISCO. * **Interpreted in the conference on Kuwait Stock Exchange held at the Chamber of Commerce by The International Expert Center- 18-19 March 2006** * Interpreted in the First Regional Anti-drug Conference held by the National Prevention Committee (25-27 March 2006) * Participated and Interpreted in the UN fourth regional training workshop on the Declaration on Human Rights * Interpreted in First Kuwait International Conference on the role of the people with special needs in building the Information Society – "Access to Information" 1-3 May 2006, held by Kuwait Institute for Scientific Research. * **Participated and** **Interpreted in "Fourth Regional training Workshop on Declaration of Fundamental Rights at workplace and International labor standards- 22-24 April 2006, held by Kuwait Ministry of Labor & Social Affairs and ILO.** * **Interpreted in "Fourth International Forum on Investing in Technology – Developing an Arab Venture Capital Industry"- 10-11 April 2006 Kuwait- UNIDO.** * **Interpreted in "Kuwait as Commercial and Financial Center"- 8-9 May 2006.** * **Participated and** **Interpreted in "Executive Seminar on 'Balanced Scorecard'- 14 May 2006** * Translated in "The national project to enlighten domestic employees" at the Grand Mosque in Kuwait, on September 11, 2006. * **Interpreted in the Industrial Bank Conference on Investment Opportunities in the petrochemical sector and downstream products (8-9 December 2006).** * Participated in **U.S. Customs and Border Protection Training program in Kuwait 3-7 Feb 2008** * **Seminar on Management of change in crisis By Dr. Stephen Covey –**   **Kuwait – March 2, 2008**   * **Maximum Achievement “The Keys to Personal & Business Success” by Brian Tracy – March 2008 -Kuwait**   I have also participated and interpreted in many more conferences and workshops. | |

**Skills:**

* **Internationally recognized interpreter/translator and consultant**
* **Management and consultation skills**
* **Strong analytical skills**
* Clear and relaxed way of teaching/ training
* Excellent editing skills
* Excellent command of both Arabic and English for all purposes.
* **Designing and implementing training programs**
* Material and curriculum writer and developer
* Strong communicative and interactive skills
* Ability to organize and coordinate work teams
* Use and application of personal computer
* Kuwaiti driving license
* Strong personality and decision-maker.
* Strong leadership skills.
* A Trainer-officer

**Aspirations:**

* Getting a senior / leadership position or role.
* Preparing for a PhD Degree

**Some clients I worked for:**

1. PWC – (Agility now)
2. International Turnkey Solutions (ITS) – Email Etiquette & Report Writing
3. MTC – (Zain now)
4. Participant from KOC and KNPC (various workshops)
5. Kuwait University
6. Arab Open University
7. American University of Kuwait
8. Ministry of Planning
9. Ministry of Defense
10. Kempensky Resort
11. Ministry of Awqaf
12. Environment Public Authority
13. Ministry of Commerce
14. UN organizations and European NGOs
15. EQUATE
16. Embassy of the United States
17. The British Army – British Ministry of Defense
18. General Administration of Customs

And many more …….

**References:**

Available upon Request

**Referees:**

1. Prof. / Dan Fleming (Framingham State College email: [danf101@gmail.com](mailto:danf101@gmail.com)
2. Prof./ Joanne Newcombe (Framingham State College email ([jnewcombe@msn.com](mailto:jnewcombe@msn.com))
3. Prof. Marge Tye Zuba (Framingham State College email ([mtzuba@worldnet.att.net](mailto:mtzuba@worldnet.att.net))
4. David Hart – Supervisor – American University of Kuwait:

Email: [dhart@auk.edu.kw](mailto:dhart@auk.edu.kw) : +965- 9198476 // +965-9136978

1. John Mclane – British Army – Training officer:

+447814392365

1. John O’Donnell – Fellow British Teacher in Kuwait:

+965- 7914640

1. Osama El-bietar - Manager – CanTranslate

Email: [info@cantranslate.com](mailto:info@cantranslate.com) : +965- 9399405

1. Dr. Adnan Georges – Professor at Kuwait University: +965- 99461445