

CURRICULUM VITAE

Personal Information

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Education

- PhD in Interpreting Studies, English Department, Faculty of Languages, Sana'a University, 2023.
- Master of Applied Linguistics, English Department, Faculty of Arts and Humanities, University of Sana'a, 2019 (Courses+ Thesis).
- Master in Translation – Faculty of Deanship of Postgraduate Studies and Scientific Research, University of Science and Technology: 2014 -2016 (Three Semesters).
- B.A. English, Faculty of Education, University of Amran: 2004-2008.

Professional Summary

- Four years working as UN interpreter, UN Mission to support the Hudaydah Agreement, Yemen.
- Three years Lecturer of Consecutive & Simultaneous Interpreting Course, Level four, Translation Department, University of Science and Technology, AL-Hudaydah.
- Seven years of professional experience with international NGOs in translating specialized in conflict zones in Yemen.
- Strong academic background in Translation and linguistics.
- Deep experience in Translation and interpreting.
- Strong background in Microsoft Office Programs.
- Strong research skills with excellent record in publications.

Professional Work Experience

**Assistant Professor of Consecutive & Simultaneous Interpreting studies,
Translation Department, University of Science and Technology, AL-Hudaydah
2020 – The Present**

- Teaching Consecutive Interpreting and Simultaneous Interpreting courses, Level four, Translation students.
- Practical Training on Consecutive Interpreting and Simultaneous Interpreting in the field using modern equipment and activities.
- Designing Assessment Scale for trainee interpreters

**UN interpreter, UNMHA, Chief of Mission, Translation Unite AL-Hudaydah:
Apr 01 2020 – The Present**

- Provides consecutive and simultaneous interpretation from Arabic to English and vice versa at various meetings or areas of activity of the United Nations, using the appropriate terminology as and when the need arises. This includes interpreting for senior management during meetings with high-rank officials or when required by a substantive department.
- Provides escort (field) interpretation for high-level delegations from UN headquarters and facilitates communication during official visits, as required.
- Lends assistance to the host country in interpretation or Translation, aiming at a high standard of accuracy, consistency and faithfulness to the spirit, style, and nuances of the original spoken/written statements.
- Assists interpreters/translators at meetings and conferences.
- Interprets from local Arabic to English and vice versa all documents addressed to him/her from the substantive areas, including correspondence motions, briefs, reports, and agreements.
- May act as team leader of all interpreters during assignments, as required
- Ensures that work from other interpreters in the unit is done and delivered on time.
- May occasionally be assigned to sensitive meetings.
- Assists in matters of terminology and style to ensure uniformity and quality.
- Identifies new terminology material for the consideration of revisers and terminology managers.
- Observes the established terminology and usage; and ensure consistency.
- Translates when required.
- Performs other related duties as required

Certified Translator, 4Btranslation Agency, Sana'a: Oct. 2018 – Mar 29 2020

- Translating the multi-rapid response reports for international organizations such as ACF, DRC, NRC, SCI, ACTED and Oxfam.
- Proofreading and editing for the same human action programs.
- Interpreting for MRCI Company for all discussion focus groups.
- Follow up on the implementation of translation program with high professional quality
- Subtitling for multi-human action videos.
- Participating in Translation days and activities.
- Providing Translation consultants for many international and national bodies per request.

Certified Translator, International Office for Translation, Sana'a: 2016 – 2018

- Translating medical companies' contracts for more than 100 companies working in Yemen.
- Translating contracts, reports, activities and programs for CEAR based on signed contracts in between.
- Translating all daily translation works per request.
- Proofreading for all legal contracts and agreements per demands.
- Translating all World Bank, YEMEN & KUWAIT reports and budgets.
- Translating medical reports and medical product lists.
- Providing translation consultant per request.

Translator/ Trainer, UST Translation Unit, Sana'a: 2012 – 2016

- Oversee translation works
- Coordinating translation programs

- Proofreading and editing translation works
- Oversee translation training project
- Oversee translation students
- Selecting competent translation trainers

UST' Coordinator, Amman, Jordan: 2014 – 2015

- Coordinating UST programs in Yemen and Jordan
- Facilitating Education exchange between Sana'a and Amman.
- Follow-up and organize course description and process of test conducted.

Coordinator of UST's Faculty of Human and Social Sciences, Sana'a, Yemen: 2012 – 2014

- Providing proposals and plans
- Coordinating Arabic for non-native speakers
- Participating in many activities for students such as Academic writing course, first English week, Open English day and others.

Appreciated and Award Certificates

- Certified Translator Certificate, The International Union of Languages and Translation, as of 01/07/2021- 30/06/ 2023, Beirut, Lebanon.
- Honorary Doctorate in Humanitarian Actions, the International Peace Organization, Morocco: 2019
- Certificate of Appreciated, the Yemeni Translators Union, 2017.
- Certificate of appreciation, the Presidency of the University of Science and Technology in the Jordan branch, 2015
- Certified Translator Certificate, Arab Professional Translators Society (**APTS**), based in Beirut, Lebanon, 2014.
- Certificate of appreciation, Faculty of Human and Social Sciences, University of Science and Technology, 2013
- Certificate of appreciation, the Presidency of the University of Science and Technology, Arabic Conference committee, 2013

Memberships and Participations

- Membership of Arab Professional Translators Society, Beirut, Lebanon (**APTS**) 2014
- A member of the Yemeni Translators Union, Yemen (**YTU**) 2017
- A member of the International Translation Forum, Yemen (**ITF**) 2017
- A member of the Association of Jordanian Translators, Interpreters and Applied Linguists, Jordan (**JATAL**) 2020
- Membership of The International Union of Arabic Language, Beirut, Lebanon, 2021
- A member of the international Association for Translation and Intercultural studies, Ireland (**IATIS**) 2022
- Associate member of American Association of Interpreters and Translators in Education (**AAITE**), USA 2023

International Conferences

- Participatoin in + 20 international conferences in Translation and languages studies

Research and Books Published

- Reading for Pleasure and Literature for fun, Amazon, 2019

- A book on the principles of scientific research in the social and human sciences, Remar Publishing House, Turkey 2023, collective author
- Paper in the book, Translation in the time of COVID-19 – Group workbook 2020 edition, Berlin, Germany
- Chapter in book, Yemeni Women Translator in The war, Translation Trails, Amazon, 2022
- Interpreters in The Time of Crisis: Borders and Barriers, Al-andalus journal for humanities & social sciences, Yemen, 2021
- The Role of Yemeni Translators in Promoting Humanitarian Action in Yemen During the Civil War, Journal of Languages & Translation, Algeria, 2022
- Semantic & Translation: Theory and Practice, ARTA Journal of Translation and Languages, Morocco, 2022
- Addressing the Role of Female Interpreters in Supporting Humanitarian Context, AWEJ for Translation & Literary Studies, Malaysia, 2022
- Ethical Issues of Military Interpreters in The Front Lines: Challenges And Borders, Res Militaris Journal, France, 2023 indexed Scopus
- Novice Interpreters: Competencies and Training Needs, Theory and Practice in Language Studies, Vol. 13, No. 6, pp. 1379-1393, June 2023 funded by Literature, Translation and Publications, KSA indexed Scopus
- Towards Interactive Teaching Strategies In Teaching English Literature, Theory and Practice in Language Studies, Vol. 13, No. 08, pp. 2478-2485, August 2023 indexed Scopus funded by Sana'a University
- Problems of Translating Oil Contracts of Multinational Companies from English into Arabic, Journal of Psycholinguistic Research August, 2023 indexed in Web of Science and Scopus funded by Najran University
- Difficulties and Challenges of Simultaneous Interpretation Among Saudi Undergraduate Students, Journal of Psycholinguistic Research, accepted to publications, 2024 indexed in Web of Science and Scopus funded by Najran University
- Artificial Intelligence and Human Translation: A Contrastive Study Based on Legal Texts, HELIYON-D-23-13388_R1, accepted to publications, 2024 indexed in Web of Science and Scopus funded by Bisha University
- The Impact of Artificial Intelligence on the Quality of Saudi Translators' Performance, under processing, funded by Literature, Translation and Publications, KSA Grant No (100). , Al-andalus journal for humanities & social sciences, Yemen, 2024
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- **Under Publications**
 - Interpreters as Humanitarian Crisis Mediators; An Investigation into the Challenges of Yemeni Interpreters on the Frontlines,
 - War Zone Interpreters: Language Role in Relief Operations

Training Courses

Training Course	Period of Training	Date	Place
United to Respect: preventing Sexual Harassment and Other Prohibited Conduct	Open	Aug 07 2022	New York, United Nations
Exploring the UN Pilot study	Four weeks	Spring term 2021	Language and Communications Training Unit Department of Operational Support, New York, United Nations

Exploring the UN	Two months	Winter term 2021	Language and Communications Training Unit Department of Operational Support, New York, United Nations
UN Using Gender-Inclusive Language in English" Course	11-29 January 2021	2021	United Nations Training Unit, language, and Communications program DOS/CDOTS, New York, NY
Personal Preparedness and Financial Readiness	Dec 04 2020	Date Dec 04 2020	New York, United Nations
First contact with French	Sept 22 2020	Sept 22 2020	United Nations
Project Management Foundations	Sept 05 2020	Sept 05 2020	The PMI Registered Education Provider logo is a registered mark of the Project Management Institute, Inc.
Effective Crisis Communication (IS-242.B)	Jul 15 2020	Jul 15 2020 Confirmation # 1957711	United Nations
Effective Crisis Communication	Issued this 1st Day of July 2020	Issued this 1st Day of July 2020	Emergency Management Institute, Federal Emergency Management Agency
Strategic Thinking	Jun 23, 2020	Jun 23, 2020	VP, Learning Content at LinkedIn
Soft Skills Crisis Management for Responders	June 20, 2020	June 20, 2020	United Nations
Communicating Across Cultures	Jun 14, 2020	Jun 14, 202	LinkedIn Learning 1000 W Maude Ave Sunnyvale, CA 94085
Developing Cross-Cultural Intelligence	Jun 14, 2020	Jun 14, 202	National Association of State Boards of Accountancy (NASBA)
BSAFE	Apr 07 2020	2020	United Nations, Department of Safety and Security
Information Security Awareness - Foundational (High Bandwidth)	Apr 09 2020	2020	United Nations, Department of Safety and Security
Prevention of Sexual Harassment and Abuse by United Nations Personnel - Working Harmoniously	Apr 09 2020	2020	United Nations, Department of Safety and Security
Prevention of Sexual Harassment and Abuse by United Nations Personnel - Working Harmoniously	Apr 09 2020	2020	United Nations, Office of Human Resources Management
Umoja Overview	Apr 10 2020	2020	United Nations, Office of Human Resources Management
Preventing Fraud and Corruption at the United Nations	Apr 12 2020	2020	United Nations, Department of Safety and Security
Umoja Benefits Employee Self-Service (ESS) Overview	Apr 12 2020	2020	United Nations, Department of Safety and Security
UN Cares- HIV in the workplace	Apr 12 2020	2020	United Nations, UN Cares Center
Umoja Employee Self-Service (ESS) Basic Navigation	Apr 12 2020	2020	United Nations, UN Cares Center
BSAFE	13 Apr2020	2020	United Nations, Inspira, Human Resources
United Nations Human Rights Responsibilities	13 Apr2020	2020	United Nations, Inspira, Human Resources
I Know Gender: An Introduction to Gender Equality for UN staff course	14 Apr2020	2020	United Nations, Inspira, Human Resources
Ethics and Integrity at the United Nations - English (Firefox Browser Only)	Apr 15 2020	2020	United Nations, Inspira, Human Resources
Prevention of Sexual Exploitation and Abuse by UN Personnel	15 Apr2020	2020	United Nations, Inspira, Human Resources
Creating your Job Application Profile	15 Apr2020	2020	United Nations, Inspira, Human Resources
Competency-based Interviewing for Applicants	15 Apr2020	2020	United Nations, Inspira, Human Resources
Writing Reports	60 Hours	13/8/2011-28/9/2011	Applied Training Institute for Projects and Management Skills

Business Management	18 Hours	18/7/2011 – 28/7/2011	Applied Training Institute for Projects and Management Skills
Effectively Communication Skills	18 Hours	01/10/2011-10/10/2011	Applied Training Institute for Projects and Management Skills
Project culture, project discovery, project formulation Creative Thinking, Self-Confidence	40 Hours	16/01/2012-26/01/2012	21 Century Center for development
Workshop on Planning, Introduction to Special Project, Introduction to NLP, Drafting your project	18 Hours	28/01/2012-01/02/2012	21 Century Center for development
Leadership and project	25 Hours	21/01/2012-25/01/2012	21 Century Center for development
Modern Secretarial Management Challenges	12 Hours	14/07/2012-16/07/2012	Consultation and Development Center (CDC), UST
Time management, success industry, effective learning, leadership skills, the art of dealing with colleagues, the art of communication	28 Hours	17/01/2012-23/01/2012	University of Sana'a
The use of modern electronic technology in education	9 Hours	26/05/2012-28/05/2012	Faculty of Human and Social Sciences
A workshop entitled "How To Teach Reading Communicatively & How To Teach Writing For Lower Class Level Communicatively	5 Hours	07/12/2013	ILC, UST
A workshop entitled "Integrating Skills in the Classroom."	5 Hours	07/12/2013	ILC, UST
A workshop entitled "Academic Writing."	12 hours	21-12-2013-23-12-2013	Faculty of Human and Social Sciences
International Computer Driving Licence "ICDL"	Test	07/5/2012-24-1-2013	"ICDL" Foundation UST Center
The long program entitled "Professional Teacher Program."	5 Months	1/7/2012 - 22-12-2013	ILC, UST
Modern electronic archiving	12 hours	15/1/2013 – 17/1/2013	Consultation and Development Center (CDC), UST
Training workshop in the organizational and administrative development of office management	4 Hours	4/9/2016-5/9/2016	Consultation and Development Center (CDC), UST
Advanced Skills in PowerPoint	6 Hours	31/1/2017 – 1/2/2017	Consultation and Development Center (CDC), UST
Strategic Planning using Balanced Scorecard	12 Hours	2018	Consultation and Development Center (CDC), UST
computer-assisted translation tools (CAT tools)	12 Hours	2018	Learning and Teaching Center, UST

Professional Skills

- *English language proficiency*
- *Training in Arabic and English*
- *Preparation of research and review of master's and doctoral dissertations*
- *Professional Translator of all documents and reports*
- *Mastering CAT Tools in Translation such as Memo Q, Trados and others.*
- *Fast print in Arabic and English "60words/minute."*
- *Mastering all Microsoft Office programs*
- *Professional in web searching and access to information in both Arabic and English*

Languages

- Arabic is mother tongue.
- English (Full working Proficiency)

- French (Intermediate)

References

- **Dr. Salwa Tawfeeq**
Interpreter of Head of Chief of Mission
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United Nations Mission in Support of the Hudayda Agreement (UNMHA)
Tel +96716604271
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<https://unmha.unmissions.org/>
<https://osesgy.unmissions.org>
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