

CURRICULUM VITAE

Personal Information

Ahemd M. Ahmed Moneus
Al-Bahah, Saudi Arabia 01/01/1983
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Education

- 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

- 7 years professional experience with international NGOs in translating specialized in conflict zones in Yemen.
- Strong academic background in Translation and linguistics.
- Expertise in translation and interpreting.
- Strong background in Microsoft Office Programs.
- Strategic decision maker and quality assurance control through specialization in working with UST for a long time.
- Strong contract management experience with UNMHA, UNOPS, CEAR, OXFAM and others.

Professional Work Experience

Field interpreter, UNMHA, Chief of Mission, Translation Unite AL-Hudydidah:

1 April, 2020 – up to date

- Provides consecutive and simultaneous interpretation from the 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 facilitate communication during official visits, as required;

- Lends assistance to host country in matters of interpretation or translation; aims 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, 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 – 29 March, 2020

- Translating the multi rapid response reports for such international organization such 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 at Yemen.
- Translating full contracts, reports, activities and programs for CEAR based on signed contract 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 for translation programs
- Proofreading and editing translation works
- Oversee translation training project
- Oversee on translation' students
- Selecting competent translation trainers

Proofreader, Assessment, researcher, Aziza, Algeria: 2017 – 2019

- Translating scientific researches
- Proofreading for researches' proposals
- Paraphrase for body of researches
- Provide advice about methodology of research.

Member Founder of Yemeni Translators Union, Sana'a, Yemen: 2017 – 2019

- Founding member of Yemeni Translators Union 2007
- Public relation representative.
- Participating in Union' activities
- Represent the Union before national and international bodies.
- Seeking for unifying Translators efforts throughout the country.

UST' coordinator, Amman, Jordan: 2014 – 2015

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

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

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

Tourist Guide of Ministry of Tourism, Amran, Yemen: 2007 – 2007

- Translator for short contract
- Provide interpreting for tourists
- Provide instructions for historical places.

English Tutor, Amran schools, Typical schools, Ishraq schools, Amran, Yemen: 2006 – 2009

- Teaching English for intermediate students

Appreciated and Award Certificates

- 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

- A member of Arab Professional Translators Society (APTS)
- A member of Yemeni Translators Union (YTU)
- A member of International Translation Forum (ITF)
- A member of Association of Jordanian Translators, Interpreters and Applied Linguists (JATAL)

Researches and Books Published

- Reading for Pleasure and Literature for fun"
- The Relevance of Semantic Theory to Translation Theory
- The Impact of Reciprocal Teaching for Literature Courses
- Problems of Translating Contracts of Multinational Companies from English into Arabic with Special Reference to the Oil and Gas Industry in Yemen.

Training Courses

Training Course	Period of Issue	Date	Place
First contact with French	22 September 2020	22 September 2020	United Nations
Project Management Foundations	05 September 2020	05 September 2020	The PMI Registered Education Provider logo is a registered mark of the Project Management Institute, Inc.
Effective Crisis Communication (IS-242.B)	15 Jul 2020	15 Jul 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	07 Apr 2020	2020	United Nations, Department of Safety and Security
Information Security Awareness - Foundational (High Bandwidth)	09 Apr 2020	2020	United Nations, Department of Safety and Security
Prevention of Sexual Harassment and Abuse by United Nations Personnel - Working Harmoniously	09 Apr 2020	2020	United Nations, Department of Safety and Security
Prevention of Sexual Harassment and Abuse by United Nations Personnel - Working Harmoniously	09 Apr 2020	2020	United Nations, Office of Human Resources Management
Umoja Overview	10 Apr 2020	2020	United Nations, Office of Human Resources Management
Preventing Fraud and Corruption at the United Nations	12 Apr 2020	2020	United Nations, Department of Safety and Security
Umoja Benefits Employee Self Service (ESS) Overview	12 Apr 2020	2020	United Nations, Department of Safety and Security
UN Cares- HIV in the workplace	12 Apr 2020	2020	United Nations, UN Cares Center
Umoja Employee Self Service (ESS) Basic Navigation	12 Apr 2020	2020	United Nations, UN Cares Center
BSAFE	13 Apr2020	2020	United Nations, Inspra, Human Resources
United Nations Human Rights Responsibilities	13 Apr2020	2020	United Nations, Inspra, Human Resources
I Know Gender: An Introduction to Gender Equality for UN staff course	14 Apr2020	2020	United Nations, Inspra, Human Resources
Ethics and Integrity at the United Nations - English (Firefox Browser Only)	15 Apr 2020	2020	United Nations, Inspra, Human Resources
Prevention of Sexual Exploitation and Abuse by UN Personnel	15 Apr2020	2020	United Nations, Inspra, Human Resources
Creating your Job Application Profile	15 Apr2020	2020	United Nations, Inspra, Human Resources
Competency-based Interviewing for Applicants	15 Apr2020	2020	United Nations, Inspra, 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 –	Applied Training Institute for

		28/7/2011	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
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 on Power Point	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 the use of 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 the mother tongue
- English (Full working Proficiency)
- French (Intermediate)
- Italian (Intermediate)

References

- **Dr. Salwa Tawfeeq,**
Head of Translation Unit
Interpreter to the Head of Mission
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