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LINDA AL-BAIRMANI

PERSONAL INFORMATION:

Date and Place of Birth: February 18, 1979 - Baghdad - IRAQ

Nationality: Iraqi

EDUCATION:

- B.A. of Translation (University of Mustansiriyya) (2002)

WORK EXPERIENCE:

- **Arabic Translator (United Nations Support Mission in Libya)**
Tunis – Tunisia (13 Oct 2017 – 11 Oc 2019)
 - Carry out translation of official documents from English into Arabic and vice versa revolving around a wide range of topics related to the mission; economic, political, electoral, logistics, financial, administrative, legal, etc;
 - Provide verbal interpretation English to Arabic and vice versa
 - Routinely cover sensitive meetings;
 - Transcription and translation of audio/video recordings related to the mission and Libya.
 - **Senior Translator/Interpreter (UNDP- Libya Programme) –**
Tunis, Tunisia (August 2015 – 31 December 2016)
 - Carry out translation of official documents from English to Arabic and vice versa when required;
 - Provide verbal interpretation English to Arabic and vice versa when required;
 - Routinely cover sensitive meetings;
 - Provide administrative support including office facilities management, arranging meetings, organizing and maintaining filing system and maintaining contact lists;
 - Assist in organizing trainings and workshops as part of the support to the Libyan Electoral Management Body, including relevant travel arrangements and required financial preparations;
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- Perform other duties, as necessary and requested by the Project Manager and the UNSMIL Electoral Advisors.

 - **Head of Language Section (UNSMIL) – Tripoli – Libya (May 2014 – May 2015)**
 - Carry out translation of official documents from English to Arabic and vice versa when required;
 - Set up, supervise and manage the electoral support team national translation unit;
 - Provide verbal interpretation English to Arabic and vice versa when required;
 - Function as team leader of all interpreters assigned to a given meeting;
 - Routinely cover sensitive meetings;
 - Provide administrative support including office facilities management, arranging meetings, organizing and maintaining filing system and maintaining contact lists;
 - Assist in organizing trainings and workshops as part of the support to the Libyan Electoral Management Body, including relevant travel arrangements and required financial preparations;
 - Perform other duties, as necessary and requested by the Project Manager and the UNSMIL Electoral Advisors.

 - **Arabic Translator/Interpreter (UNOPS) – Tripoli (May 2012 – April 2014)**
 - Carry out translation of official documents from English to Arabic and vice versa when required;
 - Set up, supervise and manage the electoral support team national translation unit;
 - Provide verbal interpretation English to Arabic and vice versa when required;
 - Function as team leader of all interpreters assigned to a given meeting;
 - Routinely cover sensitive meetings;
 - Provide administrative support including office facilities management, arranging meetings, organizing and maintaining filing system and maintaining contact lists;
 - Assist in organizing trainings and workshops as part of the support to the Libyan Electoral Management Body,
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including relevant travel arrangements and required financial preparations;

- Coordinate and liaise with the UNOPS Operational Support unit in Copenhagen in providing support services to the projects activities, namely finance/admin, HR, procurement and logistics;
- Perform other duties, as necessary and requested by the Project Manager and the UNSMIL Electoral Advisors.

- **Head of Language Section (United Nations Mission In Sudan – UNIRED) (29 June 2009-1 July 2011)**

- Manage the Language Office and follow up on issues related to the national staff with HR and supervisors.
 - Conduct interviews to select new candidates
 - Revise and/or translate a number of texts related to electoral operations and external relations in the Sudan from English into Arabic and vice versa
 - Monitor, translate/revise media coverage of elections/referendum specific news items, articles and reports
 - Draft daily news briefings on elections-related events
 - Create a glossary for the Language Office to maintain consistency of terminology
 - Ensure timely and accurate delivery of translated products
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- **Translator** (2007-2009)
 - *United Nations International Independent Investigation Commission (UNIIC)* – Beirut – Lebanon
 - - Translate from Arabic into English of investigation records, forensic reports and news clippings revolving around a spate of criminal acts that took place in Lebanon; receiving the original texts from the reviser and then send the translated version within a deadline.
 - Provide interpreting services to the UNIIC Investigation Department when needed and work as a link between the investigators and the witnesses.
 - Did sight translation with investigators that involved skimming through the reams of documents and pinpointing the major points that might provide leads for the investigation.
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- **Editor and Translator** (2006-2007)
 - *National Iraqi News Agency (NINA)* - Baghdad
 - Translate news items published on the agency's Arabic webpage.
 - Edit news items translated from Arabic into English by fellow-translators and then publish them on the English page.
 - Interview potential translators and test their IT knowledge, translation skills and awareness of the political sphere.
 - A large number of international media outlets became permanent NINA customers, which increased the agency's revenues and NINA has become the No 1 news source in the country.
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- **Sub-Editor** (2006)
Olivebranchoptimism.net
 - Edited posts written by Iraqi bloggers in terms of grammar and vocabulary and then published them on the site that attracted the western audience who are interested in the issues pertaining to Iraq olivebranchoptimism.net.
 - The site had a large number of hits during that period of time, when I was involved in the network.
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- **Free-lance Translator** (2000-2008)
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▪ *Self-employed*

- Translated books, chapters of books and papers for postgraduates in the course of writing their dissertations from English into Arabic.
 - Translated books, articles and contracts for different clients.
 - Clients made a lot of use of the products and two of them obtained very good and excellent merits.
 - Translated articles on Iraq's oil law written by a locally renowned author Fouad Al-Amir were published on international websites, which has brought the rip-off at play in the aforementioned law to the attention of international legal, media and labour organizations.
 - A book written by the aforementioned scholar based on a compilation of the author is in the course of publishing.
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• **Secretary and Translator** (2004-2006)

Triangle Generation Humanitaire TGH (International NGO) - Baghdad

- Did the classification of files based on the commencement of the water and sanitation works conducted by the organization's project managers.
 - Worked as a link between the beneficiaries and the head of mission, who could not communicate with the former without interpretation.
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• **Interpreter** (2004 Feb-May)

▪ *Occupation Watch* (International NGO) - Baghdad

- Translated press releases and articles revolving around violations of human rights in post-invasion Iraq from English into Arabic and Arabic into English.
 - Did consecutive interpretation between the activist and the vulnerable families and individuals and in meetings held among international activists and local human rights-related organizations.
 - The plights of the victims were communicated to the world through the articles written by the activist, which are based on translated facts.
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• **Interpreter** (2004 March-May)

The Guardian (Naomi Klein-journalist) - Baghdad

- Translated press releases and articles revolving around power abuse, violations and rip-offs in the state-owned institutions.
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- Did consecutive interpretation between the author and directors and employees of state-owned institutions.
 - The author published a book *The Shock Doctrine* and a number of articles, a great deal of which were based on the translated documents and the interviews which were made through interpreting.
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▪ **Secretary (2002) (*Internship*)**

- Did the classification of files based on the tenders published in the public newspapers and the status of the company's offers.
 - Typing offers and letters sent from the company to state ministries.
 - Gained experience in clerical work.
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SKILLS:

- Microsoft Word.
 - Microsoft Excel
 - Microsoft Outlook
 - Microsoft PowerPoint
 - Lotus Notes
 - Language pairs (English/Arabic)
 - Fair knowledge of French
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VOLUNTEER WORK:

- A member of the English Translation Team of a prominent Arabic site
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OTHER:

- Member of the Federation of Iraqi Translators.
 - I was among a team of professional translators and linguists involved in compiling a dictionary of Iraqi names for the International Organization of Migration (IOM)
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REFERENCES:

- Ms. Naomi Klein nklein@sumpatico.ca
 - Ms. Andrea Schmidt drea.schmidt@gmail.com
 - Mr. Hussein Raiani HRaiani@icao.int
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