

Name: George Roosevelt

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Personal Information

Languages: Fluently written and spoken: **English, Arabic and Hebrew.**

Professional Experience and qualifications

- * 7/2004 – Present **Consecutive Interpreter and translator / Scientific, legal and medical**
English<>Arabic Interpretation and document translation for several law offices including depositions and arbitrations, Language companies, Immigration, Hospitals and private sector in SE PA, NJ and Delaware.
- * 1985 - Present **Document Translation / Arabic/Hebrew/English**
- * 11/2002 - 7/2004 **Circulation Director, Database Manager and System Administrator**
The Philadelphia Public Record newspaper , Philadelphia – PA
Reference: **Mr. William Hanna**
Telephone: 215-755-2000
- * 1993 – 8/2001 **Consultant - Executive Assistant – Information Technology Director**
Salesian Convent Cremisan, Bethlehem.
Governmental institutions and ministries relations, real estate properties consultant, created a computer system (hardware & software), upgraded and maintained the system, created a complete system for wineries in Italian and French for the Cremisan (Salesian Fathers) and Latroun (Trappiste Fathers), custom-built applications as required.
- * 1987 – 1994 **Executive Assistant, Office Manager and Information Technology Director**
Custody of the Holy Land (Franciscan Fathers), Jerusalem.
Governmental institutions and ministries relations, responsible for real estate properties, office management, responsible for 102 employees, accounting, created a computer system (hardware & software) for the accounting system, the schools' system, custom-built applications as required.
- * 1982 – 1987 **Office Manager and Accountant**
Catholic Relief Services (CRS) – USAID Funds – Health Education Program, Jerusalem.
Governmental institutions and ministries relations, office management, responsible for 32 employees, accounting, purchasing, assisted in developing a computer system and personnel applications.

Education

- 1982-1986 **BSc in Computer Science** – Baghdad University
- 1976-1977 **Accountancy Diploma** - The Educational Center, Jerusalem.
- 1976-1977 **Hebrew Language Diplomas** - The Hebrew University, Jerusalem.
- 1975 **Tawjihi** (High School Grad. Certificate) Terra Santa College, Bethlehem.
- 1974 **G.C.E** General Certificate of Education of Oxford - British Council, Jerusalem.

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