

Amal Fareed Ahmed

DipTransIoLET

E-mail: amalfareed.82@gmail.com

Gender: Female

Date of Birth: 14 November 1982

Nationality: Bahraini

Education

* **Diploma in Translation DipTrans (Arabic <> English) - with semi-specializations in Literature and Law** - Chartered Institute of Linguists (IoLET) - London, UK - May 2015

The IoLET Level 7 Diploma in Translation (QFC) is a professional examination, set at a postgraduate level. It is an internationally recognised qualification accredited by Ofqual.* [**Source: The Chartered Institute of Linguists website www.ciol.org.uk/*]

* **English Literature and American Studies Program** - University of Bahrain – 2001 – 2006 [B.A. incomplete]

* **International Baccalaureate Certificate in English Language A2 (Higher Level)** – 2001

* **International Baccalaureate Certificate in Information Technology of Global Society ITGS (Standard Level)** - 2001

* **American High School Diploma** – Al-Naseem International School – 2001.

Languages

English: Fluent – Spoken and Written

Arabic: Native – Spoken and Fluent – Written

Persian: Good - Spoken

Spanish: Basic – Still Learning

Skills

Translation: English to Arabic and vice versa.

Other linguistic skills: Writing, Editing and Proofreading: Letters, Proposals, Press Releases, Essays, Reports and Editorials etc.

Copywriting: Websites, Blogs and Ads

Event Management: Planning, organization and supervision.

Computer Literacy: Mac OS, Windows: MS Office, and internet research and usage in general.

Professional Experience

* 2001 – Present

Self-employed -- Professional Freelance Translator

Providing an array of linguistic services, mainly in translation, but in addition to proofreading, editing and writing.

- Main Clients: Mamac Ogilvy, Berlitz, Marina West, Ta'ameer and various independent writers and clients.

* January 2010 – Present

Bahrain Chamber for Dispute Resolution (in partnership with the American Arbitration Association) -- Administrative Executive Assistance [in Arbitration]

My tasks entail handling the BCDR-AAA's Arbitrators Roster applications; translating legal and non-legal documents regularly; and maintaining correspondence. Upon my recruitment, I was assigned to take over and lead the BCDR-AAA Training Project in coordination with the Chartered Institute of Arbitrators (CI Arb) – UK and organize training courses for legal and non-legal professionals in the field of Alternative Dispute Resolution, Arbitration in particular; as part of the BCDR-AAA's initiative to build a sustainable ADR industry in Bahrain. I created a team and am currently leading the project. Since 2010, I have successfully organized four CI Arb Training courses which trained over two hundred Bahraini professionals, with the project still ongoing. I also work on researching and implementing internal and external training programs for the department.

* November '07 – February '10

Radio Bahrain 96.5 -- News Editor

As a news editor, I worked on:

- Translation of news reports from Arabic to English and editing them in a manner that makes the piece concise, easy to read and suitable for radio listeners.

- Assisting newly hired trainee newsreaders to make sure words are pronounced correctly and double checking the reading flow whenever necessary.

- Ensuring the availability of a DJ on air at all times and a newsreader on an hourly basis.

** July '08 – March '09*

HalaBahrain Online Magazine -- Public Relations and Member of the Editorial Team

As a Public Relations professional, I took care of the communication with clients, events managers and potential sponsors. As an editor, I was writing articles, covering events and editing / proofreading the entire magazine.

** February '05 – July '07*

Outlaw Productions Music and Events Management -- Public Relations Manager

I was part of the management team in the firm. Since the firm was small with a small team, my work was broad and diverse.

My tasks included:

- Drafting event proposals, budget proposals and press releases.
- Contacting artists' promoters, potential sponsors and media outlets; I was the link between the aforementioned stakeholders and the management team.
- Overlooking event organization and making sure all logistic details were taken care of.

During my time at the company we organized phenomenal music events in the country. To name a few:

- Peace Through Hip Hop Concert
- Bring It On Regional Breakdance Contest
- 2Pac Still Breathing Tour featuring the Outlawz Live in Concert.

** October '06 – May '07*

Maxmedia Publications – COEDS Magazine -- Features Editor

Writing articles, event coverage as well as editing and proofreading the entire content of the magazine and overlooking the final outcome – especially the synergy between the design and content.

Workshops and Community Activities

*** Local Participations:**

- "Strategic Planning" Course from Bridge Training Institute
- Leadership Skills Workshops at the National Development Institute (NDI)
- Team work workshops at the National Development Institute (NDI)
- Official Report Writing Courses

*** Local Campaigns:**

- Campaign Against Suicide “Say No to Suicide”
- Campaign Against Speed "Speed Kills"
- Campaign Against Drugs “Your Decision is in Your Hands”
- Was an active member in the “Express yourself” campaign as part of the National Youth Strategy Development Program organized by the United Nations Development Program (UNDP) and the General Organization of Youth and Sports.
- Was an active member of the “Human rights, civil rights and participation” group of drafting the National Youth Strategy of Bahrain.

International Representations:

- “Arab Youth Environmental Camp” – Syria – Summer 2002
- “Challenges Facing Arab Youth Conference” – Morocco – Summer 2003
- World Federation of Democratic Youth (wfdy) General Council Meeting – Vietnam 2003
- 16th World Festival for Youth and Students (wfys) Preparatory Meeting – Vietnam 2003
- 16th World Festival for Youth and Students (wfys) – Venezuela 2005

Professional memberships:

- Cofounder and former member of the Central Council – The Democratic Progressive Tribune (Al-Taqadomi) - Bahrain
- Cofounder, former Board Secretary and former Member of Bahrain Youth Society (Al-Shabeeba)
- Former President of the Social Committee – The Student Council at the University of Bahrain – 2004-2005

References: *Available upon request*