

# Curriculum Vitae

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## **PROFESSIONAL SUMMARY**

**Professional Arabic Interpreter and Translator capable of handling a wide range of communications functions. Proven track-record of consistently producing quality work for high-value clients and senior managers and executives. Highly accomplished in translating and interpreting for governmental organizations, multinational corporations and non-profit agencies .Enthusiastic professional, responsible person and computer literate. Proven leadership abilities in working as a team, handling multiple tasks, great adaptability to any enterprise's environment. Looking to obtain a challenging position offering growth in any organizations or companies with the philosophy of customers support and complete satisfaction.**

## **Key Skills**

- **Fluent in English & Arabic (bilingual)**
- **Translating documents from English to Arabic & vice versa**
- **Simultaneous and consecutive interpretation**
- **English Teacher**
- **Excellent interpersonal skills, initiative and attention to detail**
- **Intercultural communication & multinational business environments**
- **Open source analysis on Middle East media outlets**
- **In-depth knowledge of the methods and techniques to plan community outreach programs in areas of education and business and communication.**
- **Familiar with various social, political, regional and economic issues .**
- **Extensive knowledge of computer applications and multimedia communication tools.**
- **Posses' effective relationship building and communication skills .**
- **Ability to work collaboratively with staff, students, families and the public .**
- **Handle responsibilities to identify, coordinate and schedule local community outreach activities.**
- **Handle the tasks to develop various community outreach activities/programs by an evaluation of the needs of the community groups and general public.**

## **Employment/ Work Experience**

**[2010-2012] [Iraq / USAID Field Coordinator/ Reporting & DATA SPECIALIST]**

**[Monitoring & Evaluation]**

**Key Responsibilities:**

- **Providing monthly, weekly and daily standard reports to the operations and clients with multiple accounts handled.**
- **Assisting SBDCs in carrying the programs that funded by USAID .**
- **Seeking business sponsors for youth employment program .**
- **Programs Marketing.**
- **Conducting visits and documents monitoring.**
- **Preparing success stories of beneficiaries.**
- **Monitoring training courses and other courses that held by SBDCs.**

**[2003-2007] [English-Arabic Interpreter/ L3 Communications.**

**Key responsibilities:**

- **Perform English-to-Arabic translation.**
- **Collects and analyzes data, translates or interprets data as needed and reports on Arabic materials.**
- **Prepared to perform a variety of translations, including document-to-document and audio-to-document translation of the Arabic language to standard English.**
- **Act and perform both simultaneous and consecutive interpretation.**
- **Coordination between civil departments, courts and US Government offices.**

**2007 - 2010 Global Linguist Solutions, LLC (GLS)**

**A U.S. contractor providing interpretation and linguistic analytical support to the U.S. Department of Defense**

**Key responsibilities:**

- **Provided interpretation and cultural perspective for U.S. officials and Iraqi counterparts during community-needs assessments and humanitarian missions**
- **Assist military officers with local purchases and provide interpretation support at military traffic control points**
- **Identified cultural misunderstandings, developed and led cultural training to foster peaceful, effective communication between Americans and Iraqis**
- **Assessed local security reports and local news outlets and produced operational situation reports**

**Education / Qualifications**

**2011 Management**

**Key Modules:**

- **Strategic Thinking & Development**
- **Creating Team Spirit**
- **Balancing Personal/Professional Priorities**
- **Leading Effective Meetings**
- **Boosting Staff Performance**
- **Dealing with Difficult People**
- **Creative Problem Solving**
- **Leading . Managing**

**2010 Reporting & Data Entry**

**Monitoring & evaluation**

**Key modules:**

- **Introduction to monitoring and evaluation**
- **Logic models and formulating evaluation questions**
- **Indicators and measurement**
- **Data collection strategies**
- **Managing evaluation processes**
- **Survey design**
- **Interviewing process**
- **Data analysis**
- **Reporting results**

**[2001-2005] Dhiqar University**  
**English Language and Literature/BA**

**Key Modules:**

- ***Introduction to Drama***
- ***Language and Context***
- ***Beginnings of English***
- ***Studying Modern Literature***
- ***Academic Community***

**REFEREES**

***Available upon request***