

GENET KIBREAB

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EDUCATION

- The University of Georgia, Athens, Georgia
Bachelor of Arts in Speech Communications *May 2005*
- The University of Georgia, Athens, Georgia
Working towards 2nd degree Bachelor of Arts in Women Studies expected to graduate in 2017 *Spring 2013*
- Athens Technical College, Athens, GA
Diploma in Secretarial Sciences *1987 - 1989*
- The University of Lyon II, Lyon, France
Certificate, French Language *1982 - 1984*
- The Anglo Jersey Correspondence, Jersey, Britain
Certificate in Office Clerical Duties *1977 - 1978*

WORK EXPERIENCE**Freelance Translator (Native language -Tigrigna)**

- English Tigrinya/Tigrinya English translator with: *2006 – present*
 - *Dynamic Language, Seattle, Washington*
 - Afrolingo and their partners
- Worked as a freelance translator in various occasions with the following companies
 - All Locatrans, Egypt
 - The LanguageWorks Inc. New York
 - TECTRAD SAS, Groupe Ubiquis, France
 - Giovanni Giusti 101translations
 - Tilti Systems SIA, Riga, Latvia
 - Cosmic Global Limited
 - ICON Language Services

SKILLS/ABILITIES**Technology Skills**

Excellent knowledge of using and manipulate any new technology out

Language

- English, fluent
- French, good
- Italian, fair
- Tigrigna (Eritrean language – mother’s language)
- Amharic (Ethiopian language- speak, write, and read as my mother’s language)
- Arabic I, Sign Language, Spanish I & II languages classes at University of Georgia while pursuing for my 1st degree

FULL TIME JOB**Administrative Associate III***July 2005 - Present****University of Georgia, Chemistry Department; Athens, Georgia***

- Maintain department seminar website; schedule accommodations, visits, seminar rooms, travel plans for visiting speakers and scholars; prepare and distribute fliers; communicate with external and internal seminar speakers.
- Assist with undergraduate advising. Using different systems, clear students for registration, upload course offering, create new courses & maintain data base
- Serve as data custodian to assign course offerings to large lecture classrooms, schedule courses, hand student curriculum request and serve as a section officer for the department and work closely with Campus Reservations to schedule classes

Administrative Secretary*1998 - 2005*

- Maintain department seminar website; schedule accommodations, visits, seminar rooms, travel plans for visiting speakers and scholars; prepare and distribute fliers; communicate with external and internal seminar speakers
- Follow-up with guest speakers for the appropriate payment of their honoraria
- Assist faculty, to upload the most current upper division and graduate courses
Maintain faculty calendars

Publication Specialist II*1989 -1998****University of Georgia, School of Leadership and Lifelong Learning; Athens, Georgia***

- Edited production of brochures, reports, programs, and other publications; prepared manuscripts and various camera-ready copy for publication

Library Assistant*1987 -1989****Athens Technical College, Library Information Desk; Athens, Georgia***

- Prepared new books to be shelved
- Assisted students with searching and checking out library books
- Provided assistance in registering new students in the Registrar's Office (as needed)

Leadership

- Served as a v. president for **Eritrean Women Association**, Atlanta, Georgia (*1989-1990*)
- As UGA student, involved in the International Student Life in organizing the annual International Street Festival of Athens representing my country (Eritrea) (*20003-2005*)
- Served as Children Education Committee, Eritrean Orthodox church, Atlanta, Georgia
- President of Parents Advisory Committee at the Eritrean Community of Atlanta, Georgia; taught youth Eritreans Tigrinya language (mother's language) and guide them to maintain their culture and identity