

# Nadia Zuheir Alsaudi

**Nationality:** Jordanian  
**Date of Birth:** May 10<sup>th</sup> 1990  
**Location:** Amman - Jordan (Willing to move/travel)  
**Availability:** Immediately  
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## Languages

<b>Arabic</b>	<i>Mother tongue</i>
<b>English</b>	<i>Excellent – writing, listening, speaking</i>
<b>Portuguese</b>	<i>Beginner (A1) – Learning ongoing</i>

## Employment History

### Freelance Translator

**Apr 2016 – Present**

Various clients

- Doing Arabic <-> English translation, editing and subtitling on a freelance basis (Both Levantine & Modern Standard Arabic). Certified by the Arab Professional Translators Society.
- I have developed a higher specialization in the subjects of Human rights, Women's rights & Gender equality. Future aspirations include training on becoming an interpreter.

### Program Coordinator

**Oct 2016 – Apr 2017**

Euromed Feminist Initiative (IFE-EFI) – MENA Regional Office

- Follow-up on a 4-year SIDA funded program on Democratic Transition in Syria through an inclusive Constitution Building Process. Including preparing for events, writing reports, Monitoring and Evaluation (M&E), building and maintaining relationships with stakeholders, and handling 6 partner organizations, including their financial and narrative reporting, activities, institutional & financial support
- Helping in proposal writing and fund raising, including constructing logical frameworks and monitoring tools for M&E purposes

### Administrative and Communication Officer

**August 2015 – Sep 2016**

Euromed Feminist Initiative (IFE-EFI) – MENA Regional Office

- Assisting in all aspects of administrative management, coordinating between departments and operating units in resolving day-to-day administrative and operational problems.
- Assist the finance department in the preparation of financial reports for the organization, its events and partners.
- Handling logistics for all sorts of events; conferences, training, workshops and roundtables
- Translation of reports and other documents, proofreading, consecutive interpretation during meeting (English <-> Arabic)
- Handling the organization's website, social media platforms (Facebook and Twitter), online activity and overall visibility
- Writing activity reports and meeting minutes

## Senior Assistant Planning Engineer

October 2013 – May 2015

### Norwegian Refugee Council (NRC) - Urban Shelter Project, Northern Jordan

- Implement an urban housing rehabilitation project to increase and improve the availability of affordable housing opportunities for Syrian refugees in host communities
- Provide technical assistance to other NRC staff working on project proposals as required
- Provide support and propose technical changes and designs according to the situation and issues encountered at project sites
- Assist with the preparation of the contracts and agreements with property owners and landlords as required, including BOQs and Specifications and written agreements
- Make technical assessments and produce BOQs of building projects to be rehabilitated and ensure they are in compliance with the criteria of works for the NRC's project.

## Other Experience

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### Intern – Operations Dept.

March – May 2013

#### ARAMEX Logistics and Delivery

- Got acquainted with logistics, supply chain, express delivery, freight forwarding, inbound, outbound and domestic activities
- Track the flow of a “Cash on Delivery” shipment and establish a process flow chart for the service and suggest methods for improvement

### Event Management & Ushering

July 2012 – July 2013

#### Various Agencies

- Worked with several agencies (Eventee, iJordan, Lana Bisharat & else) in event management, ushering, promoting and organizing various business, educational and social events
- Worked with GESCO (Global Education Services Company) at the 4th Educational Exhibition for UK Institutions to assist in representing UK universities and recruit students

### Graduation Project

September 2012 – January 2013

#### Petra Aluminum Co. & Jordan University of Science and Tech.

- Project was about applying *Occupational Health & Safety standard (OHSAS 18001)* at the aluminum fabrication facility. Which included an extensive study of workplace safety standards and methods, statistical analysis of occupational accident data, labor rights, labor laws, unions and culture and a theoretical application of the first elements of the OHSAS 18001 Specification onto the aluminum fabrication facility.

### Co-Founder (Business Start-up)

2011 - 2013

#### The Art Factory

- Co-planned, started and ran a small business in applied arts and garment decoration
- Preparation of business plan, feasibility study and business model
- Online sales, marketing & community management

### Leader of a social initiative

2010 - 2012

#### INJAZ (Junior Achievement Worldwide)

- Led a social entrepreneurship project under the umbrella of INJAZ Social Leaders Program to deal with the high occurrence of occupational health and safety accidents in Jordan
- Advocate through spreading awareness about labor laws and rights

## **Skills & Abilities**

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- English <-> Arabic translation, editing and subtitling
- Excellent communication and presentation skills
- Very good computer skills, including MS Office Suite; word processing, spread sheets, etc.
- Report writing, assisting in writing project proposals, taking minutes and notes from meetings and events and producing comprehensive reports
- Content management and digital media skills
- Social Media accounts and community management (Facebook, Twitter)
- Monitoring and evaluation for projects, including constructing logframes and monitoring tools –attended several trainings on M&E and Project Cycle Management
- Handling events logistics
- Leadership, innovation, ability to work unsupervised and as part of a team, responsible, self-motivated and hands-on

## **Education**

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<b>2008 – 2013</b>	<b>Bachelor of Industrial Engineering</b>
Irbid - Jordan	JORDAN UNIVERSITY OF SCIENCE & TECHNOLOGY
<b>2006 – 2008</b>	<b>General Certificate of Education (GCE)</b>
Amman - Jordan	THE BAPTIST SCHOOL OF AMMAN
<b>2004 – 2006</b>	<b>International General Certificate of Secondary Education (IGCSE)</b>
Aqaba - Jordan	ROSARY SISTERS' SCHOOL

*91.6% equivalent score to Jordan General Certificate of Secondary Education*

## **Volunteer Work, Activities & Affiliations**

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- **Member – Jordan Engineers Association (JEA)**
- **Volunteer – Operation Smile – Jordan** [2010, 2011]
- **HSBC Financial & Entrepreneurship Program – Wilson College, PA** [Jul 2009]  
Participated in a three-week training program for college students to get an in- depth experience in the world of entrepreneurship, banking and financial services, and develop leadership skills.
- **'How to be a Leader' Program –Jordan University of Science & Tech** [Dec 2008]  
A month-long program administered by INJAZ (Junior Achievement Worldwide). Core skills taught: Principles of project management and planning, oral & written communication, team-building and feedback cycles.
- **Seeds of Peace International Camp – Otisfield, MA** [July - Aug 2005]  
Took part in a 3-week conflict-resolution program held in the state of Maine, designed to empower young leaders from regions of conflict with leadership skills required to advance reconciliation and peace and equipping them with the necessary communication and negotiation skills.