

Saadat Usmani

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Fully Work Authorized • No Visa Sponsorship Required

PROFESSIONAL SUMMARY

Experienced interpretation and translation professional with over 3 years of experience in medical interpretation and translation. Proven track record of increasing subject-matter expertise and providing expert interpretation and translation services. Skilled in situational and patient needs analysis with strong time management and communication skills.

Key Skills

- Fluency in English, Urdu, Punjabi, Farsi, Dari, Pushto
- Knowledge of medical terminology and procedures
- Excellent verbal and written communication skills
- Ability to interpret accurately and impartially
- Strong interpersonal skills and ability to establish rapport with patients and healthcare providers
- Understanding of cultural differences and sensitivities
- Proficiency in Microsoft Office Suite and other relevant software

PROFESSIONAL EXPERIENCE

Medical Interpreter

08/19/2019 – To Date

Liberty Languages

- Interpret for patients with limited English proficiency, including Farsi-speaking and other non-English-speaking patients
- Facilitate communication between healthcare providers and patients, ensuring accurate and clear information is exchanged
- Maintain patient confidentiality and adhere to professional ethics and standards

Tutor

Tutor.com (Independent Contractor)

02/10/2023 – To Date

- Guide students on how to improve the quality of their essays and research articles
- Checking each copy for grammar and punctuation
- Providing feedback to students for grammar, punctuation, style (APA, MLA, Chicago), and consistency
- Using Tutor.com whiteboard for teaching students

Copy Editor (Intern)

12/04/2020 – 04/04/2021

Musee Magazine, Online

A dynamic, print and digital biennial, and interactive website dedicated to featuring works by emerging and established artists.

- Ensured that all copies followed the AP Style Manual by editing and proofreading them meticulously
- Checked each copy for grammar and punctuation to maintain a high standard of quality
- Provided authors with constructive feedback for improving their work, specifically related to grammar, punctuation, style, and consistency
- Conducted thorough line-by-line editing to ensure clarity and accuracy of content
- Coordinated with other editors to ensure consistency across all pieces
- Utilized MS Word and Google Docs for efficient editing and proofreading
- Actively participated in editorial meetings, sharing ideas and strategies to enhance the magazine's overall quality.

Team Lead Correspondence Unit

06/26/2016 - 03/19/2019

U.S. Embassy, Pakistan, Islamabad

Leadership and Management:

- Supervised and managed a team of five writers and editors, providing guidance, direction, and oversight for their work

- Developed, updated, and maintained editorial guidelines to ensure consistency and quality across all materials
- Managed workflows to ensure timely and accurate delivery of high-quality products

Editorial Responsibilities:

- Served as lead editor, reviewing and editing various print and digital materials such as templates, scripts, presentations, and letters
- Ensured all material conformed to the organization's and unit's standards for style, content, and format
- Led the customization and editing of consular section correspondence templates in line with the U.S. Consular Affairs' style guide
- Standardized correspondence language to correspond with U.S. congresspersons, senators, attorneys, and the general public

Technical and Communication:

- Introduced a new Correspondence Tracking System in the consular section, resulting in a reduction of junk emails from 200 a day to 0 emails
- Developed and managed workflow charts, organizational charts, and standard operating procedures for consular section correspondence
- Generated published media reports on U.S. consular affairs in Pakistan as reported in Pakistani and U.S. print media
- Received hands-on training in Content Management Systems (WordPress and SharePoint)
- Coordinated with the Public Affairs Section of the U.S. Embassy to update information on the consular section public website and SharePoint site
- Trained junior staff on Content Management Systems as used in the consular section
- Served as liaison for standardizing visa and U.S. citizens-related correspondence at U.S. consulates in three locations (Islamabad, Lahore, and Karachi)
- Used MS Excel to graphically present monthly and annual analytics for immigrant and nonimmigrant visas issued by the U.S. Embassy as advised by the Deputy Consul General.

EDUCATION

Doctor of Philosophy in English

01/31/2016 – 02/15/2023

Islamic International University, Islamabad, Pakistan

A highly reputed university dedicated to harmonious development of individuals and society and reconstruction of human thought

LLM in US Law

04/10/2022 – 08/31/2023

George Mason University, Antonin Law College, Alexandria, VA

A public, comprehensive, research university producing the leaders of bench, bar, business, government, education and scholarship in service of the public good

Master's in Project Management

05/10/2021 - 06/11/2023

DeVry University, Naperville, IL

A reputable university committed to foster student learning through high-quality, career oriented education.

Master's in Linguistics and Literature

01/10/2012 - 11/14/2014

Air University, Islamabad, Pakistan

A highly reputed university in Pakistan, with robust linguistics and literature program, and home of Pakistan's first National Corpus of English.