



Contact

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Address

Zayouna, Baghdad -Iraq

Education

1983

B Sc. **Civil** Engendering

University of technology- Baghdad

Member Of:

Iraqi Translators Association

Iraq Journalists Union

Expertise

- Windows and MAC
- systems Microsoft Word
- Adobe Applications
- Graphic Design

Language

English (fluent)

Arabic (Native)

SAAD SALAH KHALIS

Communications, Specialist, , Translator, Interpreter, Editor

I am an Iraq1 notional, a translator, Interpreter, and columnist My experience goes back to over 40 years, ranging from written translation, oral interpretation management and journalism I have worked with several International firms. organizations, and other bodies I wrote frequently in papers and websites I hereby have the pleasure introduce myself in a few lines.

Experience

August 2019 - December 31, 2022

DAI Global - Iraq Branch-USAID-IGPA/Takamul Project

Regional communications Specialist Translator, Interpreter

Acted as a port of the communication team where all translations, communications, editing, and art designing were done. We prepared weekly, quarterly, and annual bilingual reports for the USAID on project activities and achievements. Hundreds of materials were translated, as well as tens of booklets, guides, instruction sheets, and newsletters were prepared

April 2017- July, 2019

creative Associates international. Inc - Berlin Office
Translator

Translation of tens of documents of company's projects 1n Syria on remote basis. The job included technical, administrative, financial, and general documents.

Jan. 2018 - Jan 2018

IBTC

Translator and Interpreter

A consultancy role with specific tasks performed on demand.

April 01, 2014- Sept. 30, 201

USAID, Foras

Senior Translation officer

- Supervising junior translators, day-to-day translation works.
- Translating and reviewing training and teaching curricula .
- Interpretot1on in public meeting when necessary

June 2013- April 2014

DAI

Interpreter

Short term consultancy as on Interpreter in Oil Auditing training course for the BSA (Board of Supreme Audit) including accounting course funded by US State Department.

June 01- July 15, 2013

**Emani Lee Translation Services. San Diego. CA.
Translator**

Awarded a translation contract for 10 Yemeni TV episodes from Arabic spoken In various Yemeni dialects to English, with vocabulary and comprehension lessons.

February 01, 2011 - December 2018:

QED

Translator and Interpreter

Consultancy agreement with QED as a translator and interpreter in favor of the USAID - Iraq , tasks included -

- Translation of USAID documents, mainly large ones
- Interpretation in public correspondences as required
- Translation and editing survey and questionnaire forms when required.
- Translation of USAID final reports

contracted as a Translator and interpreter with USAID Vulnerability Assessment Program. Translated all types of reports and documents interpretation in public and private meetings.

November 2011 – October 2016

SKL International – Swedish Development Agency

Translator and Interpreter

Service contract with SIDA (SKL) Swedish development Agency and IRFAD NGO of Iraq as translator and interpreter with consultancy status on Governance in Social Sector project Translated reports and major project documents. Preparation of Arabic training curricula.

Interpretation in tens of training courses in Baghdad, Duhok and Diwaniyah on leadership, management, finance and various related fields

October, 2010 – November 2011

DAI

Translator and Interpreter

Translator and Interpreter for development Alternatives, Inc - Iraqi Rapid Assistance Program (USAID). Job included Arabic-English. English - Arabic translation. and interpretation".

November 2011- September 2012

DAI

Translator and Interpreter

Translator and Interpreter for development Alternatives, Inc - Iraqi Rapid Assistance Program (USAID). Job included Arabic-English. English - Arabic translation. and interpretation".

October 1998 – December 31, 2009

Royal Netherlands Embassy - Sana'a, Yemen

Assistant political officer, translator, interpreter

Assistant political and media officer of the Dutch embassy in Sana'a, Yemen Also, interpreter translator, and political advisor for the ambassador and embassy staff. Duties included

- Reporting. analysis and news assessment (see attachments)
- Interpretation of all ambassadors" and deputy ambassadors' meetings
- Translation of important embassy's documents
- Establishing a daily electronic news service in English tor all diplomatic staff that included news, analysis, and comments

September 1997

Yemeni center for consultancies

Translator

Contracted by the Yemeni Center tor Consultancies to translate the Yemeni annual Governmental Program

August 1998

UN sustainable Environment Program

Contracted by the UN Sustainable Environment Program for translation of Country report along with several consultancy and progress reports

January 1997 - July 1998

Kappa Oil, Inc. - Yemen

Assistant general Manager

Acted as a second to the GM, supervising all correspondences, contracts, new personnel interviews, and administration and operations reporting. The company left the country In 1998

1995 - 1998

Shumaila Group of Companies, Yemen

Administrator

Full administration and commercial responsibilities, including direct supervision of affiliate oil services and trading companies. In addition to acting as liaison officer with international employers .

1991-1994

Yemen Times - English language weekly

Operated as the cultural editor of the Yemen Times English language weekly In Yemen

Other activities

- Regularly publishing In various, mainly Iraqi media outlets
- Freelance translator and columnist
- Employed by the World Bank to run the vocational training seminar, Sana'a 1992.
- Qualified by the ITA for a World Bank translation posting in (1990). Process halted due to Gulf war .
- Have three translated books to be published in due course.

•invited by UNESCO to represent Iraq in the international seminar of pluralistic and independent media • Sana'a 1996.

References

Please see attachments