**Contact details:-**

Name: - Samira Mustafa Assaf.

Address: - Lebanon

Cell phone: +96181770519 Email: - samiraassaf@yahoo.com.

**Personal Information** Date of Birth:-21st of May 1989.

Place of birth: - Lebanon.

Citizenship: - Lebanese.

Gender: - Female.

Marital Status: - Married.

**Qualifications**

**-CELTA Certification (120 hours)**

British Council, Cambridge University, December 2013

Internationally recognized CELTA certificate course, with a practical emphasis on activity-based teaching methodologies, lesson planning, phonology, and classroom management. **Grade: Pass B**

 **University of Tripoli, Tripoli, Libya** 2012 Bachelor Degree in English

language and translation, with an

overall grade of 74%

 **University of Cambridge First** March 2009

**Certificate in English FCE, ESOL**

**Examinations.**

 **Touch Typing Certificate in Arabic** 2012

 **International school of Martyrs ISM,** 2004-2007 High school Certificate

**American Curriculum**

**Professional Experience**

**Medical Interpreter**/ **Translator** **at Medicine Sans Frontiers** **Lebanon- 2021-2022**

Scope of responsibility:

Perform oral and written translation, from the mission language to local language(s) or vice versa, in order to ensure simultaneous, accurate, friendly, respectful, objective and fluent communication between MSF staff and local population.

**Function responsibilities include**:

* Translate discussions / meetings as requested (e.g. staff trainings).
* Provide face to face interpreting, as well as during telephone calls.
* Adapt to communication to any circumstances, using appropriate language registry as well as diplomatic and courtesy manners.
* Always keep respect towards patients, collaborators, authorities, military factions and MSF staff participating in discussions.
* Ensure confidentiality of all translation and medical secrecy.
* Ensure neutrality and accuracy when translating.
* Help the clinic manager in the management of patient flow/ crowdness ( information for the patients according to appointment dates and times).
* Help if needed to fill the electronic appointment system upon the request of clinic manager
* Upon the request of the clinic manager or HP supervisor, fill the patient satisfaction survey form or any other survey form.
* Declare any “conflict of interest” when asked to translate (e.g. personal involvement) which would necessitate using other staff members for translation.
* Inform international staff about local customs, tradition, etc., that will help understand better the context and better communicate.
* Move to the refugees settlements in Masharea Al Qaa and Arsal to work with social workers and Health Promoters and their supervisors to help with the campaigns, outreach movements and materials

# P a g e 1 | 2

**Senior Translator at Elite Legal Translation services (ELTS) in the United Arab Emirates 2011-2022**

**Responsibilities:**

 Researching legal & technical phraseology to ensure the correct translation is used.

 Liaising with clients to discuss any unclear points.

 Rendered correct concepts/meanings between source and target languages

 Understand the terminologies in the following industries: Medical, Finance, technology, Insurance, Court and Law.

 Provided written translation of information from English into Arabic & vice versa, as needed.

 Translated medical materials, technical and scientific texts, user/automotive manuals, legal documents, insurance policies, food and leisure, construction engineering, beauty products, shipping and oil rigging and many more.

 Experience in using CAT tools (SDL Studio, MemoQ, Wordfast, etc…)  Subtitling and transcribing videos and audios.

 Review/proofread translations done by other interns, junior translators and freelance translators.

 Perform QA and Spot Check tasks.

 Prepare evaluation sheets & reports for translators.

 Respond to & implement client’s feedback.

 Support our clients by providing expert advice and respond to the questions that are related to translation projects.

 Discussing translation quality with the team.

 Monitor, develop, and coach new team members.

 Perform other localization tasks as required by management.

**Software:**

Excellent Knowledge of Microsoft office, Power point, Excel, Word and CAT tools (SDL Studio, MemoQ, Wordfast, etc…).

**Skills:**

 Excellent command of both English and Arabic Languages, written and spoken.

 Touch Typing in Arabic and English.

# P a g e 2 | 2