**KATIBA SOUMIA MESTEK**

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**Employment**

2009-present Owner of MESTEK TRANSLATION SERVICES Office, El-Affroun Province of Blida A private official Translation and interpreting office. (ARABIC, FRENCH, ENGLISH)

- Sworn Translator-Interpreter

. Translate all kind of documents (legal , commercial,medical,business..)

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| 2008- 2009 | **Algeria TV Broadcasting (TDA)**, Bouzareah, Algeria |
|  | Public company in the field of telecommunication. |
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|  | ***Management Analyst in charge of translation, General Direction***  · Translate technical documents regarding telecommunication and IT  · Collect information and elaborate technical data for the General Manager as well as engineers. Online research  · Analyzing documents in case of any fraud |
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| 2007-2008 | **Saad Dahleb University of Blida**, Blida, Algeria |
|  | Department of social science and literature |
|  | Faculty of English language and literature |
|  | ***Teacher of phonetics***  · Prepare lectures for student as well as exams  · Help them to make the difference between American English and British English |
| 2006-2007 | ***kids school el wafa,*** Blida***,*** Algeria  ***nursery-pre-school***  The first private kid school in Blida taking in charge kids from 3 months to 5 years old.  ***Educator***  . Teach kids of 2-3 years old following program set by the administration  . use very educative and attractive means to wake the intelligence of children  . Help disable kids to integrate within school with the assistant of psychologist(speech therapist)    ***Private language school, Algiers, Algeria***  Offering various language services as well as education  ***Teacher of French for VIP***  . Teach businessman French by using English as tool of teaching  . Prepare the lessons according to the student level  ***Public junior high school, ALAL OKBA , Ouled Aïch,Blida***  ***Teacher of French language***  ***.*** Teach pupils of 12-14 years old French language according to the new program set by Algerian education ministry  . Attend regional training seminars organized by the ministry due to new reform |
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**Education**

Jan2009- present **Instituto Cervantes Argel, Algiers, Algeria**

Spanish course beginner level A1-1, A1-2, A2-1 A2-2, and B1.1

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| Sep 2002 – | **Algiers university department of translation and interpreting** ,Algeria |
|  | Bachelor's degree in translation branch: Arabic-French-English in june2006 |
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| 2002-2006 | **En-Nour school**, Blida, Algeria |
|  | Training course in English language |

**Other Skills**

Computer literate: good knowledge of Word and Excel, as well as e-mail and the internet  
Fluent in Arabic, French, English, Spanish, basic in Japanese

**Personal Details**

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| Date of Birth | 23 May 1983 |
| Nationality | Algerian |
| Gender | Female |
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| Interests | Learning foreign languages, travel, read, jazz and natation, AISEC, LC BLIDA,Sufism, autodidact |