**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.  |
|   |   |
|   | ***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 |
|   |   |
| 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  |