Samir Hassan

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 SUMMARY

 Accomplished Administrative Office Employee skilled in achieving Data Entry plus Typing Documents with Translation of Multi Topics as well as Interpretation for Courts and Hospitals that led to Success in Media , Economy that helped Investors to invest in foreign country ; it also led to the Success of establishing Police Stations ,Municipalities, and Civil Affairs. Moreover, Attracting more customers to make plenty business in the Grocery Store by creating some neat ideas to encourage people to come and buy stuff which made more money to the owner.

High Lights

* Interpretation
* Translation
* Data Entry
* Customer Services
* Cash Register
* Management

 Experience

5/2003 -8/2003 Interpreter for U.S. Army in Iraq for a Period of Three Months

* Accompanying the soldiers on their patrols and assist while interacting with the local people.
* Establishing Police Stations, Municipalities, and Civil Affairs.

9/2004-2/2006 Cargo and Documentation Scheduler for DHL Dansaz Company in Iraq

* Scheduling the arrival and distribution of cargo.
* Working closely with contractors and managing the documentation as needed to ensure timely completion of orders.
* Achieving Data Entry plus Typing Documents.

7/2007 -2/2009 Translator and Arabic Typist for United Arab Emirates Embassy in India

* Translating Arabic into English and English into Arabic as well as typing the translations.
* Achieving Data Entry plus Typing Documents with Translation of Multi Topics as well as Interpretation for Courts and Hospitals that led to Success in Media, Economy that helped Investors to invest in foreign country.

5/2009-2/2015 Assistant Manager of Convenience Store in North Carolina, USA

* Working with the customers as they purchase products.
* Operating Cash Register.
* Monitoring customer conduct.
* Monitoring store supplies.
* Stocking the product as needed..
* Balancing the receipt.

5/2011- 2/2015 Interpretation

* Interpreting at the Legal or Medical fields.
* Updating the company about the newest information and the necessity of patient needs for more time interpretation.

7/2015 –Current Interpreter for Refugee focus Office

* Interpreting at the Legal or Medical or Social Fields.
* Updating the company about the newest information and the necessity of Refugee needs for more time interpretation.

Education

* **B.A. degree in English at AL Mustanseriya University , Baghdad , Iraq (1999-2003) & Advanced English courses at Forsyth Tech Community College , North Carolina, USA**
* **Network Admin at Pima Community College, Tucson.AZ, USA – still continuing.**