**CURRICULUM VITAE**

**Sirwan Hassan Hussein**

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**QUALIFYING EXPERIENCE**

I have over 14 years professional experience in administration, logistics, and public relations including analysis, report writing, and translation services. I have a strong background in project management, international and community development, and administration for both private sector and organizations. My expertise encompasses strong people management skills, bi-cultural advisory skills, communication, bilingual (Arabic, Kurdish, and English) skills, computer and internet uses and economic development. My strengths include being detailed oriented while adhering to overall strategy of both corporations and organizations. My objective is to obtain a position with a company or organization that will utilize my skills and experience for successful outcomes.

**EDUCATION**

BA, English Language and Literature, University of Salahadin, Erbil, Iraq in 1997

**Trainings (Participant and Trainer)**

* Engaging Government in Community Development. Sulaymaniya, Iraq. World Bank CSDI. 2007,
* Community Development, World Bank CSDI- 2008 [Trainer],
* Advanced Community Development Practices, Sulaymaniya, Iraq, World Bank CSDI – 2008,
* Small Business Development – Feasibility studies, business plans and marketing for small and medium sized Iraqi businesses. Iraq. April 2007, August 2007 [Trainer].

**SKILLS**

* Advanced Microsoft Word, Excel and PowerPoint
* Project Management
* Administration and logistics
* Proposal Writing/Report writing
* Monitoring and Evaluation assessments (QA/QC)
* Publications and public relations
* Group facilitation, management and mobilization
* Team building and coordination

**LANGUAGES**

* Expert written and verbal translation/interpretation: Arabic, English and Kurdish

**PROFESSIONAL HISTORY**

**August 2011 to Present**

**PT/Logistics/Flow Team Member**

**Super Target**

**Woodstock, GA USA**

* Supporting the logistics team(s) to unload trailers and flow the items into the floors,
* Stacking the items into the Aisles,
* Any other relative duties and tasks.

**January 2010 to Present**

**Independent Consultant Advisor and Interpreter/Translator**

* Bi-cultural advisor for Iraq and Kurdistan subjects,
* Write and speak clearly and coherently in Arabic and Kurdish (Sorani) languages and English,
* Translate and/or interpret verbal conversations; maintains the integrity and meaning of material
* Report writing including summary, transcript, or full translation in the time allotted,
* Converse professionally in both formal and informal situations, resolve problems, work with unfamiliar topics, provide explanations, offer supported opinions based on experience in subject matter,
* Translation/transcription of written, electronic, and multi-media material including business, legal, research, technical, documents, websites, video subtitling, and captioning.

**Oct. 2008 – Dec. 2009**

**Administrator and Logistic Coordinator/Interpreter/Translator**

**Seher Company**

**Kayseri City, Turkey**

* Logistics and travel management for company clients,
* Management of logistics and operations for international clients traveling to and in Turkey,
* Administration and file management for Seher, Turkey and associated companies in Iraq,
* Customer service and management of registration and customer orders,
* Translation as needed Turkish, Arabic, Kurdish and English.

**June 2007 – July 2008**

**Community Development Officer**

**USAID/ Word Bank, ACDI VOCA-Iraq**

**Iraqi Kurdistan, Iraq**

* Project Management – each community project ranged from $16K to $99K,
* Developed and managed approximately twenty projects,
* Trainer for community members and participating local government in proposal writing, community based development, small business development, project management, monitoring and evaluation and conflict mitigation,
* Mobilized communities to meet with their local government for the purpose of articulating their needs, development of social capital and needs assessments,
* Report writing including translation,
* Survey development and analysis,
* Project file including fiscal preparation for accounting,
* Member of Project Review Committee,
* Intl. and local NGO, local governance coordination,
* Community conflict mediator and negotiations,
* Focuses: Education, Health, Infrastructure including electric and water, underserved including women, disabled, youth, and small business development.

**November 2006 – June 2007**

**Assistant Director**

**Women Alliance for a Democratic Iraq / USAID**

**Sulaymaniya, Iraq**

* Logistic and administrative management for women projects,
* Human resource management for projects including contracting,
* Trainer and meeting logistics for organizational trainings, workshops, and project opening speeches,
* Coordination of activities which offered the opportunity for women to participate actively in their own Women’s advocacy,
* Report writing (financial, narrative, and evaluation),
* Management of operations.

**February 2006-November 2006**

**Board Representative / Public Relations/Translator/Interpreter**

**Kurdistan Regional Government - Board of Investment-Sulaimaniya**

**Iraqi Kurdistan, Iraq**

* Represented the KRG Board of Investment at critical meetings, forums, exhibitions, workshops, conferences,
* Focus on economic development, investment law, communication of sector focused investment opportunities,
* Maintained relations between the KRG Board of Investment, government and international investors /companies,
* Promotion including public relations for economic investment in the Kurdistan Region of Iraq,
* Translation of documents, letters, emails,
* Interpretation for the visiting international investors.

**Safety Coordinator**

**Interpreter**

**International News Safety Institute (INSI) (Brussels)**

**June 2005-July 2005**

**Iraq Kurdistan, Iraq**

* Safety and event coordinator including logistics,
* Interpretation for trainings and other relevant events,
* Translation of documents, letters, syllabuses, and briefings English, Kurdish, and Arabic,
* Report writing (weekly, monthly) program reports to INSI Brussels,
* Developed network and data base for the Kurdish based media and press.

**February 2003-May 2005**

**Freelance Reporter and News Analyst/Translator**

**USA and International Media / Press**

**Iraq**

* Coordinator and translator with various international media and Journalists i.e. USA Today, Associated Press, Fox News, BBC World news, Copley News Service – Washington DC, Dallas Morning News, Pittsburg Tribune Review, Institute for War and Peace Reporting, Christian Science Monitor and others.

**July 1997-February 2003**

**Public Relations and Translator**

**Ministry of Relations & Cooperation**

**Kurdistan Regional Government (KRG), Iraq**

* Assisted the Public Relations Director: receiving international delegations, heads of UN agencies and international organizations, and private sector companies,
* Media liaison for information dissimilation concerning regional development policy and project information,
* Translator and interpreter for senior level government officials: Minister, Deputy Minister, and various senior officials,
* Represented the Ministry of Relations & Cooperation in senior joint government meetings and committees.