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SUMMARY

- Translator, editor, consecutive interpreter, and voiceover artist
- Translation language pairs: English to Arabic and Arabic to English

LANGUAGE AND TRANSLATION CERTIFICATION:

- United States Federal Bureau of Investigation (FBI);
- BrainBench[®] Medical Terminology Certification.

POST-SECONDARY EDUCATION:

- **B.A. in Philosophy**, University of St. Thomas, Houston, Texas, 1989;
- Courses in music and the humanities, University of St. Thomas, Houston, Texas (1976-1980);
- Courses in science and engineering, King Fahd University, Dhahran, Saudi Arabia (1972-1975).

MEMBERSHIP:

- American Translators Association (ATA).

HARDWARE, SOFTWARE, AND FILE FORMATS:

System: Windows-based, fully protected by firewalls, antivirus software, power backup system, and an external hard disk for continuous data protection.

Applications: I can handle all MS Office file formats, edit HTML files, produce and annotate PDF files, extract editable text from PDFs or legible scans, produce Adobe Illustrator outlines in .eps or .ai format, compress files into .zip, .rar, or .exe archives, upload to and download from FTP sites, and save files to CDs and DVDs.

PRODUCTIVITY:

- 2,400 English words per day.

PROFESSIONAL EXPERIENCE:

I. EMPLOYMENT HISTORY:

1. Language Assistance Department, The University of Texas M.D. Anderson Cancer Center July 1991 to the August 2002:

- **Coordinator, Language Assistance Department (September 2001 to August 2002)**
 - Defined standards of performance in the areas of language skills, terminology, multicultural competence, and translation/interpreting technique;
 - Assessed staff performance and presented recommendations for improvement;
 - Developed screening tools for prospective staff;
 - Developed a methodical training program for new staff;
 - Advised the institution on issues of cultural diversity and multilingual computing;
 - Performed special translation projects of patient education, patient instruction and international marketing material.
- **Supervisor, Language Assistance Department (March 1994 to September 2001):**
 - Supervised a team of ten interpreters/translators;
 - Wrote the department's operational guidelines and public relations material;
 - Developed statistical tools to assess the demand, staffing and productivity levels, and designed periodic tabular and graphic reports for management;
 - Member of the Clinical Ethics Committee from September 1, 1997 to August 31, 2001;
 - Represented M.D. Anderson Cancer Center at professional conventions.
- **Translator/Interpreter (July 1991 to March 1994)**
 - Interpreted clinical discussions with Arabic-speaking patients from most Arab countries;
 - Translated medical reports, patient education material, and marketing brochures;
 - Advised patient care staff on cross-cultural issues related to Arabic-speaking patients.

2. Bechtel Group, Inc., Jubail Industrial City, Saudi Arabia, April 1982 to March 1986:

- **Human Resources Specialist (October 1984 to March 1986)**
 - Helped employees chart career development plans;
 - Coached supervisors in designing on-the-job training programs for employees;
 - Designed and taught segments of supervisory training courses.
- **Translation Group Manager (July 1983 to October 1984)**
 - Supervised 19 employees (translators, editors, a secretary, and a receptionist);
 - Defined and maintained standards of quality and productivity;
 - Advised Bechtel management on the form and content of communication between top Bechtel officials and the Saudi Arabian Government.
- **Translator (April 1982 to July 1983)**
 - Translated diverse documents (contracts, statutes, legal arguments, management reports, training courses, magazine articles, taped interviews, public health posters, community announcements);
 - Narrated voiceover for promotional videos about Jubail Industrial City;
 - Participated in negotiations between Bechtel and the Saudi Arabian Airline.

II. FREELANCE WORK (JULY 1991 TO PRESENT):

1. English to Arabic Translation and Editing

- **Business:**
 - Promotional and packaging material for consumer and industrial products and services, medical and academic institutions, retailers and distributors, investment opportunities, and tourism destinations
 - Annual reports, corporate profiles, ethics manuals, venture proposals, employee and customer surveys, recruitment brochures, board resolutions, professional résumés, business cards, and correspondence
- **Finance:** A mortgage loan program, signature authority letters, account statements, and audit certificates
- **Medical:**
 - Clinical reports, emergency staff training material, medical news stories, and screening questionnaires
 - Medical glossaries
 - Competency tests for medical interpreters
 - Consent forms for standard and investigational regimens
- **Medical Equipment and Technology:**
 - Product description and operating instructions for surgical instruments
 - Medical technology press releases
 - User manuals for home health equipment
- **Patient Education:** Booklets, brochures, leaflets, and posters on cancer and other health issues
- **Healthcare Administration:** Advance directive forms, patient rights statements, insurance plans, insurance forms, HIPAA forms, denial of benefits correspondence, and hospital payment agreements
- **Pharmaceutical:**
 - A patent application for a systemic analgesic
 - A risk management program for a highly toxic drug
 - Patient handbooks for an antipsychotic agent and oral chemotherapy
- **Oil and Gas:**
 - Training manuals and interactive training programs for oil rig workers
 - Multimedia presentations on oil drilling technologies and oilfield job safety analysis
 - Geoscience conference press releases
- **Engineering:**
 - Product descriptions of gas turbines, gears, valves, auto parts, lubricants, and specialty doors
 - Safety material for nuclear lab personnel, construction workers, welders, and drivers
- **Computers and Electronics:**
 - Training material for computer hardware and software, including Adobe™ Photoshop™
 - User instruction material for home theater equipment
 - A slide presentation on cyber security
- **Civil Documents:** Passports and marriage documents from UK and US
- **Contracts:**
 - Employment contracts and rental agreements
 - Auto manufacturer enterprise agreement with labor unions
 - Master service agreements for customs clearance, visa processing, and forwarding services
- **Business Law:**
 - Legal guides to compliance with the Foreign Corrupt Practices Act and the Sarbanes-Oxley Act
 - Corporate by-laws, articles of organization (Texas), and certificates of incorporation (Delaware)
- **General Law:**
 - Law firm portfolios and lawyer résumés
 - Legal press releases and legal articles in law journals and mass media
 - Legal services proposals, retainer agreements, and powers of attorney
 - Legal correspondence
- **Law Enforcement:** Slide presentations on law enforcement in the United States

- **Legal Systems:**
 - A white paper on judicial reform in Bosnia-Herzegovina
 - Slide presentations on human rights, the judicial system, and the criminal justice system in the US
 - A bilingual handbook of U.S. legal terminology
- **Litigation:**
 - Petitions, complaints, notices of appeal, and oral arguments before the U.S. Supreme Court
 - Affidavits, declarations, certifications, and amicus briefs
 - Motions, memoranda of points and authorities, oppositions to motions, replies in support of motions
 - Charges, summons, restraining orders, preliminary injunctions, opinions, and orders to show cause
- **“War on Terror” Litigation:**
 - Executive and judicial documents pertaining to enemy combatant and military commissions
 - Combatant Status Review Tribunal (CSRT) and Administrative Review Board (ARB) proceedings and decisions
- **Defense and National Security:**
 - Counterterrorism: Global terrorism, weapons, use of force, battle training, and post-blast investigations
 - Department of Justice request pursuant to the Treaty on Mutual Legal Assistance in Criminal Matters
 - Military glossaries
- **Politics and Economics:**
 - Training material for humanitarian delegates to war zones
 - Courses on national government
 - A textbook on global development
 - Articles on global politics and economics
 - A slide presentation for a congressional lobbying campaign
- **Government Programs:** Internal Revenue Service, Social Security, Food Stamps, Immigration, Medicaid, National Parks, DHHS Office of Civil Rights, and various state housing programs
- **Geography:** Real-time global flight progress mapping software
- **Agriculture:** Promotional material for organic foods and livestock exports
- **Food:** Food hygiene requirements, promotional material for food conventions, food storage instructions, and food package labels
- **Education:**
 - Federal educational guidelines and local school district regulation handbooks
 - Teacher training and train-the-trainer material
 - Promotional brochures for public and private schools in the US, Canada, and the Netherlands
 - An educational web portal
 - Visitor information for public libraries
 - Surveys of parents of bilingual education students
- **Science:**
 - Slide presentations on critical incident stress management and post-traumatic stress disorder
 - Subtitles for a video presentation on radioactive safety
 - A bilingual glossary of mathematical terms for Texas K-12 students
- **Religion:**
 - Web pages for American Muslim organizations
 - Christian evangelical newsletters, a comic book for a prison ministry, and Bible study web pages
- **Culture, Literature, and Art:**
 - Platform of a pan-European cultural organization
 - Fiction, lyrics, comic books, and cultural articles
 - Art exhibit reviews and press releases, and art auction ads
 - Music reviews, publicity material for musical events, and music album inserts
- **Games and Sports**
 - Promotional material for hosting the 2012 Olympic games
 - A board game packaging and rules

2. Arabic to English Translation and Editing:

- **Medical/Pharmaceutical:** Use of alpha interferon for the treatment of hepatitis C (back-translation)
- **Scientific/Technical:**
 - Middle Eastern environmental protection laws
 - Science/Technology news stories
 - Drilling of wells for environmental testing
- **Legal:**
 - Legal briefs and court judgments in civil and criminal cases in Egypt, Iraq, Kuwait, and Yemen
 - Prosecutor interrogation transcripts
 - affidavits, wills, powers of attorney, property deeds, divorce decrees, and child custody judgments
 - Legal media articles and legal correspondence
- **Contracts:** employment contracts, sales contracts, lease agreements, commercial agency contracts, line of credit contracts, bid invitations, and a joint-stock company founders' initial contract
- **Civil Documents:** Licenses, passports, identity cards, birth certificates, marriage certificates, death certificates, vehicle titles, and administrative correspondence
- **Academic:** Diplomas, transcripts, and certificates from Iraq, Kuwait, Qatar, UAE, Oman, Saudi Arabia, Jordan, Palestine, Lebanon, Syria, Egypt, Sudan, Libya, Tunisia, Algeria, and Morocco
- **Business:** Chamber of commerce affiliation documents, sales tax registration certificates, and employee answers to company surveys
- **Finance:** Corporate financial statements
- **Military:** Post-battle analysis of the Iran-Iraq war
- **Politics and Economics:** News and commentary on Middle Eastern social and political issues
- **Religion:**
 - Islamic lectures on the theology of monotheism
 - Muslim devotions, mystical reflections, and admonitions on personal conduct
 - Muslim legal opinions on contemporary issues
 - Interviews with contemporary Islamic scholars and activists
 - Christian testimonials and news stories on Christian missionary activities in Muslim countries.
- **Language, Literature, Art, and Culture:**
 - A grammar primer
 - Poems
 - Music reviews, publicity material for musical events, and music album inserts
 - cultural editorials

3. English Monolingual Editing:

- MBA thesis on gaining a sustainable competitive advantage
- Executive summary on tourism in Iceland
- Web pages for a financial services company in Hong Kong

4. Consecutive Interpreting:

- **Medical:**
 - The University of Texas M.D. Anderson Cancer Center, 1991-2002 (see [employment history](#) above)
- **Legal:**
 - Assisted lawyers in federal cases (*habeas corpus*, civil rights, immigration, and criminal cases)
 - Assisted with Depositions of Arabic-speaking witnesses for a Louisiana civil district court
 - Provided consecutive interpreting services for national radio and television in the U.S.
 - Interpreted for auto insurance adjustors, workers' compensation counselors, and adoption agencies

5. Voiceover:

- Promotional videos for Jubail Industrial City in Saudi Arabia and for oil and gas industrial products
- Training videos, slide presentations, and interactive programs for the oil and construction industries