**Dawood Baijan**

Raleigh, NC

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**Summary:**

Hardworking, reliable and able to learn fast, with strong communication and organizational skills. I am looking for job that I can apply my knowledge, experience and benefit the company, by providing effective and quality work performance

**US Citizen**

**Active Security Clearance** **TS/SCI Poly.**

Certification in International Law with Red Cross .2014

National Language Service Corps Member since 2016

**Skills Profile:**

Native Level Proficiency in Arabic and Kurdish

3 years of experience with intelligence analysis

Biometrics, Screener

Experience with social networking platforms, applications, and trends

Strong social skills

Bachelor’s Degree

Armed Linguist

2 Years Iraqi military services (Pistol, AK47, M4)

Working knowledge of popular, legacy, and new social media, forums

Knowledgeable of religion, idioms, colloquialisms, slang, and have a sophisticated understanding of the cultural, social, and political environment (Shi’a culturally and doctrinally focused)

Proficient Microsoft office.

Project Management skills.

Ability to work long hours

Knowledge of a computer programming language, including Python, Java Script

Excellent ability to solve problems

Critical thinking skills.

10 years of experience providing executive level assistance

Working closely with the military since 2003 in & outside the United States.

Strong interpersonal skill.

Knowledge of other intelligence disciplines, including signals intelligence (SIGINT), human intelligence (HUMINT), and geospatial intelligence (GEOINT)

Working knowledge of military and civilian communications systems

**Work Experience:**

**Bizzell Corporations: Iraq**

**Screener/Biometric: Sep 2020 to Present**

Ensure badging, enrollment, and verification systems are operating at the necessary levels to accomplish each system s operational capabilities. Maintain accurate control of spare equipment and parts. Conduct preventative maintenance service at a time that does not negatively impact or cause unnecessary equipment down time. Provide training and documentation to system operators Perform daily system checks in accordance with the biometric Standard Operating Procedures (SOP). Complete all necessary documentation accurately and on time according to the Biometric SOP. Respond to service calls in a timely manner and remain on call during off duty hours Complete Quality assurance self-audits and participate in formal audits from the prime contractor or government representative. Cross train in other technical areas of the program. Comply with all applicable U.S. export control and security regulations.

**Valiant Integrated Services: Fayetteville.NC**

**Senior DELIT Recruiter: Aug 2019-Aug 2020**

Partner with Talent Acquisition team to develop and execute an adaptable and flexible hiring plan, including sourcing, pre-qualifying, and closing offers with desired candidates to meet changing business needs.

Drive the interview and hiring process by identifying key components of the job posting and initiating the search for qualified candidates.

Manage offer process, including reference checks, offer letter generation, and offer acceptance/turn downs. Negotiate offers by partnering with Hiring Manager and HR Business Partner.

Partner with internal clients to understand specific business needs so that sourcing strategy quickly identifies qualified candidates.

Interact with search companies and employment agencies when needed in order to facilitate the hiring of higher level and/or positions that are more specialized.

**Leidos: Alexandria VA July 2019-Aug 2019**

**Screener CAT III:**

Review general and technical source material in the target language to prepare accurate written gists, translations, and/or transcriptions in idiomatic English

Scan and process a large amount of material in a foreign language for critical or essential elements of information as defined by the customer

Provide input to other team members in the production of reports

Leverage information system skills (i.e., word processing and data entry), use advance language software programs, and participate in forensic processing

is exciting position also having the potential to allow linguists, on a temporary basis, to work on specialized projects and/or deploy on worldwide assignments.

**Valiant Integrated Services: Syria**

**Armed Arabic/Kurdish CAT III Linguist: Jun 2018 to June 2019**

Conduct accurate and consecutive translation, transcription, and interpretation from Arabic/Kurdish into English; Translate various syntax and expressions to include colloquial and slang phrases from English to Arabic/Kurdish and vice versa; Work and travel in austere environments; Provide advice on cultural and ethnic significance of statements, conversations, situations, and documents; Accurately scan, research, and analyze foreign language documents; Other related task as assigned.

**Valiant Integrated Services (ABM Government Services): Fayetteville.NC**

**Talent Acquisition Recruiter: September/2015 to June 2018**

Partner with Talent Acquisition team to develop and execute an adaptable and flexible hiring plan, including sourcing, pre-qualifying, and closing offers with desired candidates to meet changing business needs.

Drive the interview and hiring process by identifying key components of the job posting and initiating the search for qualified candidates.

Manage offer process, including reference checks, offer letter generation, and offer acceptance/turn downs. Negotiate offers by partnering with Hiring Manager and HR Business Partner.

Partner with internal clients to understand specific business needs so that sourcing strategy quickly identifies qualified candidates.

Interact with search companies and employment agencies when needed in order to facilitate the hiring of higher level and/or positions that are more specialized.

**ABM Government Services: Baghdad. Iraq.**

**Arabic Linguist/ Cultural Advisor CAT II**. December 2014- June 2015

Conduct accurate and consecutive translation, transcription, and interpretation from Arabic into English; Translate various syntax and expressions to include colloquial and slang phrases from English to Arabic and vice versa; Work and travel in austere environments; Provide advice on cultural and ethnic significance of statements, conversations, situations, and documents; Accurately scan, research, and analyze foreign language documents; Other related task as assigned.

**Time Warner Cable, (kablelink. Telecommunication).**Technician **.**December 2013- to 06/2014

Working both inside and out, travel to customer sites to inspect equipment, discuss their concerns, independently diagnose service issues, and construct innovative solutions. Also handle installations and disconnects, configure systems to standard, educate users about company products/equipment, and juggle scheduling demands.

**Cubic Corporation**, Fort Polk LA, August 2012-November 2013

**FSF-CA and JRTC Cultural Advisor.**

Instructed and trained soldiers in cultural aspects of the Afghanistan government and people. Worked with JRTC and 162ndINF BDE to train soldiers as combat advisors before their deployment to Afghanistan. Performed role play duties portraying a wide variety of characters including government officials, members of local populace, law enforcement, military personnel, and government officials of a real or fictitious Host Nation. Use of government and rental vehicles, military forms, military maps, routine use of portable communication devices, and wear of replicated ethnic or cultural costumes.

**Mobius Industries USA**, Fort Polk LA, 2010-2012

**Linguist and Cultural Advisor.**

Instructed and trained soldiers in cultural aspects of the Iraq and Middle East governments and people.

Interpreting/Translating from Arabic to English

Worked with JRTC and 162ndINF BDE to train soldiers before their deployment to Afghanistan & Iraq.

Performed linguist and role play duties portraying a wide variety of characters including government officials, members of local populace, law enforcement, military personnel and government officials of a real or fictitious Host Nation.

Helped to resolve the issues involve the different nationalities

**Education:**

**Upper Iowa University**, B.S in Public Administration

Graduated 2012

**Upper Iowa University**, Associate degree in Liberal Arts

Graduated 2012

**Institute for Preparing Trainers**, Baghdad Iraq, and Associate degree in Auto Mechanics

Graduated 1994

**Khanaqin H.S**, Iraq

Graduated 1992