**PERSONAL STATEMENT**

I am an Arabic-English language analyst with over five years of experience providing high-level open-source intelligence services to the U.S. military, and over a decade of experience providing linguist services across several professional fields. I am seeking employment as an open-source intelligence analyst to assist the U.S. military in its operational requirements. I am a highly motivated professional looking to work with teammates in a demanding field.

**WORK EXPERIENCE**

**Bluehawk January 2020 – October 2020**

 *Arabic Linguist*

* Provided written English translation from Arabic and vice versa, to include video and audio cassette recorded conversations, facsimile documents and written and typed materials, such as legal documents, diaries, computerized files, personal papers, maps, charts, ledgers and notes.
* Performed high-level analysis and investigation of Arabic language documents, with data interception of critical information in several professional fields, to include the military, medicine, science, engineering, legal, etc.

**CWU, Inc April 2018 – May 2019**

*Arabic Linguist*

* Provided foreign language support services, including transcription, translation and interpretation (idiomatic translations of non-technical material using correct syntax and expressions from English to the Arabic language and vice versa) in support of military interrogations, intelligence collection, and other operational missions.
* Performed high-level analysis and investigation of Arabic language documents, with data interception of critical information in several professional fields, to include the military, medicine, science, engineering, legal, etc.

**Northwest Community Hospital February 2014 – April 2018**

*Him Medical Record Tech II*

* Assisted with physician documentation for completeness according to JCAHO (Joint Commission on Accreditation of Healthcare Organizations) guidelines.
* Reviewed medical records and patient encounter documentation for quality control accuracy.
* Formulated solutions for issues related to documents indexing to ensure accurate billing.

**Refugee One July 2013 – February 2014**

*Volunteer Arabic Linguist*

* Facilitated communication between caseworkers and service users by providing interpretation and translation services, both by telephone and in person.
* Assisted clients in completing forms in their own language if required.
* Identified and responded appropriately to safeguarding and protection issues of vulnerable clients, to include children and vulnerable adults.

**International language services- Chicago, IL October 2013 – October 2014**

*Medical Interpreter*

* Worked with non-English speaking patients in hospitals, physician’s offices, clinics, rehabilitations facilities, nursing homes and mental health clinics.
* Act as a conduit between patients and medical professionals by listening to the professional and orally translating information into Arabic and vice versa from medical terminology to accurate yet understandable non-technical language.
* Explained medical and surgical procedures, gave medical instructions, and provided drug information and scheduling follow-up appointments.

**Skokie Currency June 2012 – July 2013**

*Currency Exchange Specialist*

* Handled and re-evaluated currency exchange trades, processed money orders and Western Union transactions.

**Global Linguist Solutions March 2009 – July 2010**

*Arabic Linguist*

* Translated from Arabic to English and vice versa, in document-to-document, audio-to-document, as well as verbatim and conceptual translations for the U.S. military and coalition partners.
* Performed high-level analysis and investigation of Arabic language documents, with data interception of critical information in several professional fields, to include the military, medicine, science, engineering, legal, etc.

**EDUCATION**

***International Language Services- Chicago, IL***

Certified Medical Interpreter Aug 2013- Nov 2013

***Oakton Community College- Skokie, IL***

Advanced English Language July 2011- Dec 2011

 ***Baghdad College of Economic Sciences – Baghdad, Iraq***

Associate degree in International relations 1994

***Al Dijla High School, Iraq***

High School Diploma 1992

**SKILLS AND ATTRIBUTES**

* Professional and outgoing demeanor; a strong communicator and leadership skills, a self-starter.
* Multilingual - Fluent in English (professional), Arabic (professional), Assyrian (professional), and American Sign Language (intermediate).
* Proficient in computer programs (MS Office applications, Lotus Notes, Electronic Medical Record Systems).
* Proficient in compliance of different professional regulatory codes, to include: Privacy Act, HIPAA, JCAHO, Department of Defense regulations and operational security.
* Experienced in handling multiple priorities and quickly learning new procedures.
* Able to align company strategies with its objectives and achieve challenging goals.
* Demonstrates excellence customer focus.