**Lama**

**Licensed / Legal Translator**

**EDUCATION**

**Licensed /Legal Translator**, Ministry of Justice, UAE **2004**

**M.A in Translation**, Jordan University, Jordan **2000**

**B.A English Language and Literature,** Kuwait University, Kuwait **1984**

**Certificate of English Language for Overseas Candidates,** Pitman Examination Institute, England **1980**

**PROFESSIONAL EXPERIENCE**

Translator, **Al Zahra Hospital**, Sharjah, UAE **2003-2014**

* Managed overall translation duties of the hospital from legal to financial to medical admin requirements
* Translated all material related to hospital matters including lawsuits, complaints, agreements, letters, consent forms, powers of attorney and other related duties for the Consultant& Advisor to the Board of Directors
* Worked with the financial department to manage translation of agreements, contracts, invoices, letters and additional related financial documents
* Translated medical reports for all medical departments and doctors
* Liaised with marketing and public relations departments to translate and review brochures, booklets, leaflets, pamphlets, letters, advertisements, press releases, patient complaints and suggestions, education and training materials and other related duties
* Editing & proofreading of all documents
* Interpretation as required

Assistant Secretary General Office for Projects and Financing,**Ministry of Planning**, Amman, Jordan **2001-2003**

* Handled all duties related to translation, revision, and editing
* Translated official correspondence letters
* Reviewed and edited letters received from all departments in the Ministry for approval
* Worked on various projects with different departments and handled the translation and revision matters for such projects

Technical and Financial Liaison, **Bilateral Co-Operation**, **Ministry of Planning** Amman, Jordan **1998-2001**

* Coordinated with foreign donors, embassies and other various institutions to secure technical aid opportunities
* Worked with departments and concerned units to ensure improvement of technical assistance
* Researched and collected information on Jordan needs for aid and external economic support
* Prepared annual meetings with foreign donors
* Discussed and reviewed issues contained in agreements with foreign donors and recommended way forward
* Followed up on necessary procedures for executing annual aid programs and agreements
* Attended regular annual meetings with concerned parties (embassies, departments, etc...)

**ADDITIONAL WORK EXPERIENCE**

Office Admin, **Medical Clinic**, Amman, Jordan **1992-1997**

Customer Service Representative, **Bank of Montreal**, Toronto, Canada **1990-1991**

Operations-Banking Hall, **Burgan Bank,** Kuwait City, Kuwait **1987-1990**

Customer Service Representative, **Burgan Bank,** Kuwait City, Kuwait **1984-1987**

**CERTIFICATES AND TRAINING COURSES**

* Human Resources Management
* File Archiving and Office Skills
* Certificate in Legal Translation ( University of Sharjah)
* International Computer Driving Licence (ICDL)-Issued by UNESCO Cairo Office (Jordan)
* Management of Technical Co-operations, International Training Centre (ILO)
* Certificate in Information and Library Science (Shoman Forum, Amman Jordan)
* Two month Translation Course at Jordan News Agency (PETRA)
* English for Banking Communications

**Job Seeker First Name / CV No: 1718244**

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