Tahany

Tahany.359709@2freemail.com

**Accomplishments**

#### Translated “A Guide to the Permanent Court of Arbitration Rules”

#### (The intergovernmental organization -The Hague/ The Netherlands)

* Volunteered in Calais refugee camp / France

**Professional Summary**

Master of Science degree holder, the areas of specialization include finance, logistics, human resources, economics, process development, Accounting, and management.

An Experienced Translator with B.A degree and an experience of more than 5 years.

**SKILLS**

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| --- | --- |
| * Self-motivated
* Team liaison
* Staff development
* Team leadership skills
* Personable and approachable
* Culturally-sensitive
* Exceptional attention to detail
 | * Human resources management
* Logistics Management
* Project management
* Budgeting and financial management
* Quantitative and data-analysis skills
* Computer proficient
* Excellent communication skills
* Microsoft Office proficiency
* Needs assessments
* Press release writing
* Strategic sales knowledge
* Counseling, Psychotherapy & Psychoanalysis certified
* Certified professional translator
* Legal administrative support
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**Education**

* **Master of Science** in International Business, Economics and management.

KU Leuven – Belgium

 Thesis: Economic Evaluation Methods in Health Sector of the cancer drugs in Belgium / France/ UK

* **Bachelor of Arts** in English translation, Interpretation and Literature.

Baghdad University - Iraq

Thesis: Dramatic perspectives of the true manhood in “Great Expectations” novel.

**Work History**

**Accounts Receivable management executive**  2015-Feb.2017

Gent – city hall

Administration tasks

####  **Freelance Translator** 2014-Jul 2015

####  **For The International Court of Justice (ICJ)**

####  Translating “A Guide to the Permanent Court of Arbitration Rules”

####  (The intergovernmental organization -The Hague/ The Netherlands)

 **Coordinator for the Relief Campaign (Calais**/ **France**) 2014-2017

 Raising awareness, supporting, advising, fundraising, clothes & food distributing

 **Commercial science practical course** (VDAB) 2013-2014

 A full year course designed to provide the graduate the opportunity to apply their theoretical understanding to the reality of the workplace.

**The Master of Science in Economics (KU Leuven)** 2011-2013

**Intensive Dutch language courses** 2009-2011

Six advanced levels in the best-approved language school in Belgium (CVO)

**Freelance \ online Translating**  2009- 2017

Translating essays, work plans, articles, chapters of books, websites, medical/ Technical translation on the phone (on-demand translation support)

**Senior Translator** 2004 – 2009

TNS Global – Dubai

Translating the marketing studies, focus groups, and the marketing researches.

 **TOEFL Instructor** 2002-2004

 Middle East Education Center – Sharjah

Training and mentoring the students of all levels for the American English test for non-English speakers.

**Media Consultant** 2001-2002

Knowledge Horizon – Dubai

Editing/ Scheduling/ communications, and administration tasks

**Headmistress of Nursery** 2000-2001

ABC – Umm Alquwain

Teaching the toddlers + Management of the nursery

**Volunteer Translator** 1998 – 2000

Baghdad Expo

**Extra Certifications**

* Certificate course in Counseling, Psychotherapy & Psychoanalysis
* Six intensive Dutch courses for highly skilled and higher graduates VDAB Gent practical/ Administration course in Dutch
* ​A gratitude letter from the dean for best Drama team leader in Baghdad University (script writing & direction)

**Languages**

* **Arabic**: Mother tongue
* **English**: Fluent
* **Dutch**: Work Proficiency

**Interests**

* Books, Movies, Music, Sports, and Travel

**Personal Details**

* On 6-month visit visa
* Single woman without kids
* Ready to start working immediately
* Willing to travel