

# **Ghosoun Alakiali**

## **PERSONAL SUMMARY**

A multi-skilled, reliable, and talented translator with a proven ability to translate various materials from English to Arabic and vice versa, interpreting dialogues and conversations. Offers excellent writing skills, extraordinary reading and comprehension skills, and great time management abilities.

## **ACADEMIC AND PROFESSIONAL APPOINTMENTS**

### **Freelance Translator**

2014- Current

- Immigration process documents and legal documents (USA)
- Translating articles and Chapters in various subjects (e.g., Politics, Sciences, and Information Technology)
- Translating government documents (Syria, Egypt, Jordan...)
- Interpret dialogues and conversations.

### **Stark State College**

2014 - 2020

North Canton, OH

- **Adjunct Instructor** (Information Security and Digital Media Dept.)
- Teach undergraduate courses such as Security Policies and Implementation issues, Principles of information security, Disaster Recovery and Incident Planning, Introduction to Emergency Management and Cryptography.
- Organize, prepare and regularly revise/update all personal teaching materials for the courses they are responsible for teaching.
- **Grant Manager** (Adult Diploma Program)
- Co-lead, in collaboration with SSC Adult Diploma Program partners to develop and implement the ADP.
- Coordinate and maintain key software and information systems application that support the ADP objectives (ADP IT system, ACT WorkKeys assessment system and ACT KeyTrain system).
- Translator/interpreter (English-Arabic & Arabic English)

### **Hamdan & Ghaleb Tomah**

2005 - 2013

Damascus, Syria (Nigeria/Malaysia/ME)

- Import and Export Manager
- Play a key role in fulfilling the contracts of the Oil-for-Food Programme (IRAQ)
- Provide cross-functional management with a bottom-line focus on profitability, visibility, and sustainability.
- Exposure to cross-cultural practices and international business protocols in Middle East, Asia, and West Africa.
- Interacting with external and internal partners for redressing compliance and legal issues.

## **Ghosoun Alakiali**

- Overseeing the translation of government forms into Arabic through supervising and monitoring translation contractors.
- Make sure that the translation of sales contracts, construction contracts and more, are translated accurately so that all parties involved fully understand what is being agreed upon.

### **Damas Translation and Linguistic Services**

2001 - 2005

Damascus, Syria

- Associate Translator (English-Arabic & Arabic English)
- Translation and review of specialist texts
- Independent coordination and administration of translation projects
- Layout check of translated documents

### **EDUCATION**

#### **Master of Science in Cybersecurity Policy 2016**

University of Maryland University College, Maryland.

#### **Bachelor of Art, English Literature & linguistics 1996**

Damascus University, Damascus, Syria.

### **ACADEMIC HONORS & Membership**

UMUC Chapter of Upsilon Pi Epsilon-Computing: The Honor Society of Phi Kappa Phi

Associate Member of American Translators Association

Translators Without Borders Member

The Arizona Court Interpreters Association

### **Certifications**

Arizona Court Overview: The Arizona Court Interpreter Credentialing Program

Court Interpreter Ethics: The Arizona Court Interpreter Credentialing Program

### **LANGUAGES**

Arabic, English, Spanish.