**NISREEN SAADIA**

 nsaadia@gmail.com

***EDUCATION***

* MA in curriculum and instruction- in progress Brandman University, 2020
* Diploma in Higher Studies of Education and Pedagogy Damascus University, 2012
* MA in French Literary Studies Damascus University, 2010
* BA in French Language and Literature Damascus University, 2008
* BA in English/Arabic Translation Damascus University, 2009

***PROFESSIONAL TRAINING***

***Interpretation & Translation Training: Business training****:*

Bridging the Gap, medical interpreter certificate

Pennsylvania State court orientation workshop Customer services

Philadelphia court interpreter training certificate Leadership skills

***Educational training:*** Communication skills

Quality Matter

Online teaching certificate Principles of secretary management

Teaching French language methods HR and Projects management

French language reinforcement HR training development (1 month)

***WORK EXPERIENCE***

**Freelance Levantine Arabic Content Developer Part time, Mango Languages, Juin2018**

**Freelance Arabic interpreter- translator- proofreader-VO linguist (**Lehigh County Court, Northampton county court, Lehigh Valley Hospital, ST Luke hospital, Accent Interpreting LLC , LLS, Telelanguage, International linguistica, GlobalLT, Global Trans Services **Part time, 2013-present**

* Providing medical, legal general consecutive interpretation services for international LEP
* Transcriptionist, proofreading, proof editing &Translating contracts, medical, legal, educational general documents & files in addition to provide help in OPI evaluation.

**French language Adjunct, Lehigh Carbon Community College PT, Jan 2015-mar2018**

* Develop proficiency in the intermediate& advance French language skills

**French language Teacher (Allen & Deiruff Allentown School District) PT, Feb2015-mar2018**

* Develop proficiency in the intermediate French language skills

**Career development Center coordinator, International University for Science & Technology (IUST) Full time, Syria, Sep 2011- Feb2012**

* Preparing on-campus developmental workshops and off-campus professional training courses
* Arranging internship positions for students with local businesses
* Hosting on-campus professional trainers and speakers
* Advising student applicants about internship or scholarships
* Translating and updating the news on the university’s website

**Executive Assistant of the accreditation and quality assurance unit, IUST**

 **FT, Syria, Sep 2011- Feb2012**

* Proofreading, editing, translating and preparing documents and summary data for the academic departments
* Maintaining the employee directory
* Producing departments’ statistical reports

**HR training & development Trainer, KATAKIT company**  **FT, Syria, 2011**

* Assisting in the training development unit

**Sales manager, New York dep.**  **FT, PA, June to Nov** **2010**

* Maintaining communication skills with the clients & helping in the retail management.

**HR assistant, Fleet Management System FT, Syria, Sep2007 -May 2010**

* Providing administrative support
* Developing the website and translating the software system and company 's brochure into French and English

**French lecturer, Damascus University PT, Syria, 2008 - 2009**

* Teaching, preparing and grading exams for freshmen and sophomore

**French and English instructor- Asia Languages Center FT, Syria, 2005 - 2008**

* Teaching classes and engaging students in role playing field training exercises

**Development trainer , Asia Center FT, Syria, 2005-2008**

* Trained students for acquiring leadership & soft skills

***VOLUNTEERING***

**Arabic-English-French trained Medical interpreter, Lehigh Valley hospital, community exchange volunteer** PA**,** 2016-2018

* Helping & assisting LEP patients

**Arabic teacher and tutor, Manarah Academy of Lehigh Valley** Whitehall, 2013 - 2018

* Helping nonnative speaker students in all levels to master the language skills
* Supporting MALV management office in logistics and management

**Assistant, trainer and volunteer, Junior Chamber International** Syria 2011- 2012

* Organizing and managed humanitarian events at the charities and schools
* Advocating and planning activities for children, young and elderly, and people with disabilities through outreach activities, lectures and advocacy
* Initiating and designing interpersonal leadership training and workshop

**Assistant and volunteer, Al Nada Charity** **Association** Syria 2007- 2009

* Facilitating educational developmental programs
* Providing young students with supplementary education
* Managing classes for teaching Arabic/French/English languages
* Teaching and helping students to complete feasibility studies

**LANGUAGES**

Arabic: native speaker

English: excellent

French: excellent

Spanish: very good

Italian & Persian: beginner

**SKILLS**

* ICDL/ Proficient in Microsoft office/ data collection
* Curriculum Academic development
* Federal/ governance education
* Training and career development
* Learning/e-learning development/ online teaching
* Mentoring/coaching/ higher education management &administration
* Excellent Customer support services
* Strong organizational, integrity, team playing, ability to multitask, communication and leadership skills.