

Najibullah Safi

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EDUCATION

Uttarakhand Technical University, Diploma, Graduated in Dec. 2018

- Concentration: Military Studies and Defense Management
- Graduated with Honors.

Pesgham University, Bachelor of Business Administration, Graduation: June 2017

- Concentration: Accounting; GPA: 3.6
- Validated and evaluated by Josef Silney & Associates – available upon request.

CERTIFICATIONS & CONTINUING EDUCATION

Generation USA, Junior Web Developer Certificate Program, 2022

I participated in a 21-week, 3528+ hour Junior Web Developer program that provided web development experience.

- Learned fundamentals of JavaScript, Bootstrap, GitHub, Git, HTML, CSS, and other computer software programs.

International Business Management Institute (Berlin, Germany), Essential Management Skills Certificate, 2022

Certificate ID: 527307-164-926-5778

Armoured Corps Centre and School Of Armoured Warfare, Young Officers Course (Armour), 2021

Indian Military Academy, Pre-Commission Training (Infantry Platoon Command), 2018

M-Tech Institute of Information Technology and Management, Information Technology Course Certificate, 2013

Completed an 8-month general IT training course covering Windows / Linux OS, networking, Access programming, and data communication.

PROFESSIONAL EXPERIENCE

Center for Victims of Torture, Pashto Interpreter, Jun. 2022 - Present

- Coordinating Afghan CVT client appointments, including in-clinic, Over video, and phone calls, In collaboration with the therapist/Provider.
- Assisting provider/ therapist with appointment reminder calls with clients and Scheduling transportation for clients as needed. Notify clients of schedule changes such as appointment cancellations or rescheduling.
- Translating magazines, newspapers, and other documents from the center as a service to CVT's clients.
- Provide language interpretation using multilingual skills with mental health issues; discuss and address mental health topics to clients - vice versa.

Emory University, Building, and Residential Services Associate, Jan. 2022 – Present

- Deliver customer service to Emory faculty and staff seeking residential and office assistance.
- Oversee and maintain the beautification of four Emory buildings.
- Track and manage supplies needed to complete daily responsibilities.
- Serve in a team of eighteen, providing aid and coverage to teammates as needed.

U.S. Army, Interpreter, Dec. 2018- Dec. 2020

- Spearheaded the translation of critical intelligence from the Afghan army that informed key U.S. Military decisions.
- Created daily intel presentations by senior U.S. Military Officials that determined strategy for engaging enemy combatants.
- Designed training sessions for new interpreters and supervised the creation and execution of intel presentations.

Afghan Army, Army Liaison Officer, Dec. 2018- Dec. 2020

- Managed/Led a team of six army officials responsible for creating presentations that advised U.S. Military officials.
- Facilitated, coordinated, and translated meetings between U.S. Army Officials and Afghan Military leaders.
- Provided historical context and on-the-ground advice to Senior U.S. Military Officials (Generals, Colonels, et al.).

VOLUNTEER & INTERNSHIPS EXPERIENCE

Pole Charkhy Community Hospital, Vaccination Team Supervisor / Volunteer, Jan. 2010 – Jan. 2014

- Assisted as a Community Hospital volunteer team member in the vaccination Dep from 2010 – 2012.
- Surveyed over two hundred homes in Kabul City to gather data on Polio Vaccine eligibility.
- Promoted to Vaccine Team Supervisor, providing training and supplies to team members on how to best engage and educate parents on the merits of the polio vaccine.

Emory University School of Medicine, Office of Information Technology Services (SOMITS) Dec. 2022 - Present

- Currently shadowing SOMITS Curricular Support team's leadership weekly to understand better technical and operational support for educational systems utilized across the SOM's MD, Health Professions, and GME programs.
- Shadowing includes 1-on-1 training and hands-on experience with desktop, AV/lecture capture systems, high-fidelity medical simulators, server & RAID storage technology, center & learning management solutions, and AI-based natural language processing systems.

SKILLS

- Programs/Technical Skills: Microsoft Office, HTML5, CSS, JavaScript, VSCode, GitHub, Git, Bootstrap.
- General Skills: Management of Information Systems, Customer Service, External Communication, Adaptability, Problem-solving, Time Management, Attention to Detail, and Leadership.

LANGUAGES

- English (Fluent)
- Pashto (Fluent)
- Persian (Fluent)
- Dari (Fluent)
- Hindi (Proficient)

REFERENCES:

- **Jess Bowling**, *MBA, EMR, CTS, CSM*
 - Sr. IT Manager Emory University School of Medicine Office of Information Technology Services (SOMITS-CS)
 - Phone: 404-712-8824
 - Cell: 404-580-5326
 - Email: jbowlin@emory.edu
- **Richard A. Lewis**, *Command Sergeant Major (Retired)*
 - Email: Richard.a.lewis@protonmail.com
 - Tel. 915-822-6345
- Additional references available upon request