



PERSONAL INFO

- Location: Baghdad, Iraq
- Date of Birth: 31/1/1994
- Gender: Female
- Languages: English, Arabic

EXPERIENCE

Translator, Interpreter/ Daewoo company/2015-2017

- Convert concepts in the source language to equivalent concepts in the target language.
- Compile information such as technical terms used in legal settings, into glossaries and terminology databases to be used in translations.
- Speak, read, and write fluently in English language.
- Relay the style and tone of the original language.
- Manage work schedules to meet deadlines.
- Render spoken messages accurately, quickly, and clearly

Administrative officer/ Tabuk company /2014-2015

- Manage office supplies stock and place orders.
- Prepare regular reports on expenses and office budgets.
- Maintain and update company's database.
- Organize a filing system for important and confidential company documents.
- Answer queries by employees and clients.
- Update office policies as needed.
- Maintain a company calendar and schedule appointments book meeting rooms as required
- Distribute and store correspondence (e.g. letters, emails and packages)
- Prepare reports and presentations with statistical data as assigned
- Arrange travel and accommodations
- Schedule in-house and external events.

LUMA WIDAD YOUSIF

SUMMARY

Resourceful biologist with background as a translator and administrative officer looking to join a growing company/organization. Hardworking, dedicated and highly motivated.

SKILLS

- Quick learner
- Creative problem solving
- Multi-task management
- Marketing and Advertising
- Microsoft office
- Results-oriented
- Excellent at negotiating

CONTACT INFO

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EDUCATION AND TRAININGS

- Graduated from University of Basra/
College of Science/Biology Department.
- Participated in an exchange program in 2015 called IYLEP funded by the US government and received a certificate in social media and information technology with the grade of excellent from Virginia Commonwealth University in the United States of America
- Successfully completed finance management training on 15, 16 Sep, 2015.

ACTIVITIES

- I am a member of an NGO called IAA (Iraqi Alumni Association) a group of young creative minds who are very passionate to serve their community
- I volunteered with the UN, their mission was to raise awareness about the importance of education especially for girls.