

Hishryar Muhammad Ameen
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Languages: Kurdish-native, English-fluent, Arabic-fluent

Education:

MA Literature in English – London Metropolitan University, School of Humanities, Arts and Languages-
United Kingdom (2011-2012).

B. A degree in English language, University of Duhok, College of Arts (2001-2005)

Experience and Skill:

Executive office-experience of working with high-level officials and administrative experience with strong Verbal and written Kurdish and English, Arabic language abilities, Excellent interpersonal and time management skills have the proven ability to meet targets within tight deadlines. I possess excellent relationship building and personnel management with major global organizations. I am flexible to adapt to changing requirements, self-motivated, passionate, highly focused and confident individual. Very patient person with no believe in failure because it is not an option. I am a person with excellent communications skills able to communicate and source information to clients and colleagues, through networking and negotiating with decision makers with a very strong problem solving skills.

Employment Record

University of Duhok- College of Science and Basic Education - Akre **2013 – Now**

Position: Assistant Lecturer

Description:

- Teaching English literature in the department of English language.
- Teaching both general English and Foundation English in the department of Kurdish Language.

Duhok Polytechnic University – Technical Institute of Shekhan. **2013 – 2016**

Position: Visitor Lecturer

Description: Teaching General English.

Duhok Polytechnic University – Technical Institute of Bardarash. **2015 – 2016**

Position: Visitor Lecturer

Description: Teaching General English

National Democratic Institute for International Affairs (NDI) – Erbil **July 2007 – February 2011**

Position: Program Officer

Description of Duties:

- Serve as an NDI liaison with political party leaders and coordinators throughout Iraq.
- Coordinate training sessions in conjunction with expatriate and national staff.
- Prepare and distribute supporting materials for training and consultations.

- Provide document translation assistance for daily communication including memos and reports, as well as larger projects such as training manuals and other reference materials.
- Provide interpretation services for international staff in meetings, consultations and trainings.
- Provide oral and written translation from English to Arabic and/or Kurdish and vice versa.
- Provide back-up administrative support to Program staff as needed.
- Work irregular hours, including weekends, as needed with ability to travel
- Provide back-up for the program team when required.
- Provide regular training results reports and updates on the political landscape of the country.
- Perform other duties as assigned by the direct supervisor even at non-traditional working hours when required

Titan for Linguistic Services, Mosul

June 2005-March 2006

Position: Interpreter

Description of Duties:

- Providing translation and interpretation and participating in high confidential missions with US force in the city of Mosul.
- Translating official documents and participating in meeting and interrogation sessions.