

GIHAN IBRAHIM MOHAMMED DIAB

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04012, Cisterna di Latina,
ITALY

Qualified for Public Relationship, Translator and Live Interpreter with extensive background in advanced management processes. Utilizes superior communication skills to build meaningful, trusting relationships that exceed client demands. Highly skilled project manager with outstanding team leadership abilities to meet targets consistently. Stress control and management. Loyalty and good speaker

EXPERIENCE

- 04/2021 - Current ***Simultaneous Interpreter, Colle Incantato Assoc., GUS, ISMU, Sacre Coeur, Euro Street, Rome***
- Followed established ethical codes to keep sensitive and confidential information secure and protected from unauthorized individuals.
 - Imparted original speakers' thoughts, tones or emotions from source to target languages without additions or omissions to convey intended meaning.
 - Developed understanding of specialized concepts for translation by consulting subject matter experts and other colleagues.
 - Attended meetings and conferences and translated messages clearly, facilitating communication.
 - Delivered oral translations and interpretations for clients by converting dialogue into comprehensible formats to convey original meaning of speakers.
 - Accurately interpreted spoken and written conversations between different languages for clients.
 - Cross-checked and modified translations to compensate for discrepancies, enabling translated content to match original materials.
 - Conveyed high-quality professional translations in high-pressure environments, successfully meeting deadlines.
 - Interpreted conference calls and other workplace communications in real-time to help individuals convey messages quickly.
- 05/2011 - Current ***Italian Lecturer, Faculty of Arts - Helwan University, Helwan, Egypt***
- Managed pupil behavior, applying appropriate and effective measures in cases of behavior.
 - Adapted teaching style for students with Special Educational Needs and Disabilities.
 - Developed constructive feedback on homework to drive attainment.
- 05/2010 - Current ***Scientific Coordinator /Steering Committee Member, European Center of Sustainable Development (ECSDEV), Rome, Italy***
- Developed ongoing programs using good team communication and collaboration.
 - Guided teams in product merchandising and inventory management.
 - Conducted in-depth research utilizing various techniques, including qualitative and quantitative methods.
 - Employed expert knowledge to design and deliver appropriate research approaches, adapting existing methods and utilizing new ones.

- Produced accurate supporting documentation and materials for research activities, including presentations and reports.

01/2022 - 09/2022 **Interpreter/ Commercial Office Responsible, Darmec, Latina**

- Assisted law enforcement investigators with translating languages during interviews, conveying interpretations in specific lingo.
- Imparted original speakers' thoughts, tones or emotions from source to target languages without additions or omissions to convey intended meaning.
- Stayed as the key contact for contract enquiries, promptly answering client questions without hesitation.
- Negotiated contracts with existing suppliers to obtain best price for service renewal.
- Supported organization's approach to contract compliance by working with management teams and business partners to manage procurement agreements.
- Created documents and spreadsheets.
- Oversaw and responded to website and company email enquiries.
- Completed all training courses on product lines, enhancing product knowledge skills.

01/2021 - 03/2022 **Intercultural Mediator, CPIA (Regional Education Center For Adults), Latina, Italy**

- Devised strategic research strategies to gain actionable insights into area of interest.
- Planned and organized strategic campaigns for local businesses.
- Collaborated with staff to formulate budgets and improve department revenue.
- Troubleshot problems and diagnosed system faults.
- Operated simultaneous interpretation equipment appropriately for reliable results.
- Obtained information on appropriate terms, phrases and words from specialist dictionaries.
- Attended regular training to remain knowledgeable on current best practices.
- Translated live recordings in real-time with accuracy and composure.
- Evaluated performance data to improve translation service and delivery planning.

11/2012 - 02/2013 **Translator-Consecutive Interpreter, Catholic University of Sacred Heart, Milan**

- Developed understanding of specialized concepts for translation by consulting subject matter experts and other colleagues.
- Accurately interpreted spoken and written conversations between different languages for clients.
- Used facial expressions, gestures and appropriate contextual information to enable clients to understand translations.
- Conveyed high-quality professional translations in high-pressure environments, successfully meeting deadlines.
- Imparted original speakers' thoughts, tones or emotions from source to target languages without additions or omissions to convey intended meaning.
- Worked with colleagues in collecting useful information into ordered glossaries for reference during translation sessions.

10/2006 - 05/2011 **PhD student / Scholarship Holder, La Sapienza University, Rome**

- Collaborated with team members to achieve target results.
- Troubleshot problems and diagnosed system faults.
- Collaborated with staff to formulate budgets and improve department revenue.
- Enhanced working relationships by participating in team-building activities.
- Met schedule using excellent planning and coordination skills.
- Devised and delivered innovative, unique lesson plans to engage and enthuse students in art curriculum.
- Used exceptional classroom and behavior management techniques to create and maintain positive learning environments.

07/2000 - 10/2006

Assistant Lecturer in University, Helwan University, Cairo

- Significantly reduced teachers' workload by helping to plan and deliver classroom activities.
- Led students in assigned classes in absence of main teacher.
- Role-modelled exemplary behavior and established lasting relationships with students.
- Collected and organized materials to support learning activities and distributed content to learners for revision.

SKILLS

- Lecturer recruitment
- Translation
- Public Relationship
- Multilingual
- Communication skills
- Problem-solving
- Table setting arrangements
- Conflict and dispute resolution
- Scheduling
- Project oversight
- Proofreading and editing
- Motivated
- Google Search
- Written translations
- Community interpreting
- Live translations

EDUCATION

2011

PhD Degree in Modern Italian Culture, Modern Italian Culture- Comparative Studies

La Sapienza University - ROME 1, Rome, RM

- PhD Academic Achievement Award

2005

Master of Arts, Comparative Literature (ITALIAN/ARABIC)

Ain Shams University, Cairo, EGYPT

- Master's degree in Italian modern literature

2021

NVQ Level 3, Society Culture/ languages

Regione Lazio, Rome

- Coursework in Society, Culture, Italian Language and Translation

2011

SVQ Level 3, Quality Management

Helwan University, Cairo, EGYPT

Coursework and Workshops in:

- Using IT in High Education Teaching
- How to manage Time and Organize Conferences
- Quality Criteria in High Education
- Scientific Research and Scholarship
- Computer Course

2010

Conference Researcher, Egypt Culture through Najib Mahfouz Stories

Egyptian Cultural Office/Embassy of Egypt in Rome, Rome, RM

- Member of International Researchers
- Human research of N. Mahfouz's Literature
- Conference Participant in Palermo/Sicily, entitled "LIVE EGYPT"

1999

Certificate of Higher Education, ITALIAN LANGUAGE

Faculty of Alsun - Ain Shams University, Cairo, Egypt

Licence Holder in Italian Language

- 2006 **TOEFL (English Language Certificate), English Language**
University of Cairo, Cairo, EGYPT
- Coursework in English Language
- 2003 **ICDL (COMPUTER COURSE), COMPUTER KNOWLEDGE**
Computer Science Academy, Cairo, Egypt
- Dissertation in IT, Microsoft Office, Internet Research, Windows

PROFESSIONAL AFFILIATIONS

- Member of Scientific Steering Committee

CERTIFICATIONS

- Certified Translator
- Certified Lecturer
- Certified Interpreter (Live, simultaneous and Consecutive)

LANGUAGES

Arabic: First Language

Italian:  C2
Proficient

English:  C1
Advanced

French:  A2
Elementary

ADDITIONAL INFORMATION

- Have my own car
- Have a Driving License B

HOBBIES

- Reading
- Following recent technologies