

Sanaa Al sioufi

2014 - present : Arabic Proof-reader in Languages Services at the International Fund for Agricultural Development (IFAD) - United Nations:

Under the overall supervision of the Language Services and technical supervision I am responsible for a wide range of activities.

As proof -reader: Such services include preparing and electronic copies of documents, layout/desktop publishing, proofreading and PDF creation for IFAD official documents and or correspondence, publications and archival documents. Their electronic copy-preparation responsibilities include the preparation of electronic templates and style sheets as well as the manipulation of images, graphics, text and tables, in accordance with IFAD Style Manual. Layout/desktop publishing duties comprise various file format conversions, placement of the "cleaned up" files into the appropriate application, and formatting according to specifications provided by copy preparers. At this stage all required adjustments in page layout and design are made. Tasks of services include review of documents for consistency and adherence to consolidated in-house terminology and to style guide standards; verifying references and terminology, official titles and quotes against IFAD databases and official records to ensure consistent use; recommending changes where appropriate. Proofreading tasks involve the reading of the Arabic translation against the original document in order to ensure that the translated version is an accurate translation into Arabic of the file supplied. Proof-readers mark their corrections on spelling, grammar, syntax, style and typography and verify concordance of text with original language versions. Through close collaboration and strong communication and teamwork, a fully searchable PDF file is produced, ready for printing via computer and/or uploading to the IFAD Official Member States Interactive Platform/Intranet. I ensure the overall quality of the final product in terms of language (style, readability, flow), correct terminology, relevance and appropriateness of the case studies, examples, illustrations, photos etc. in terms of content and adaptation to the regional context.

2014 - present : Arabic teacher in International Fund for Agricultural Development- United Nations:

Under the overall supervision of the Talent Management Unit I am responsible for the entire preparation of the Arabic language programme and its content: preparation of lessons and self-study packages, photocopying, logging attendance, correction of homework, end-of-term exams based on the objectives identified in the programme; and periodic evaluations of the staff members' progress. I ensure that the lessons are planned and delivered in a highly

participative and interactive manner and responsive to the request and suggestions of the staff member. Classes are tailored to the needs of both individual lessons as well as group lessons. I meet with each student to determine their level and subsequently confirm the most appropriate level. Each individual or group is followed closely and throughout the semester the students are provided with a student's progress report (next level, pass/fail and comments) at the end of each group and/or individual class as well as an evaluation for the learner.

2014-present: Arabic Proof-reader in Languages Services in world food program

2018- La Sapienza University

I am a member of the Italian Archaeological Mission (*La Sapienza University*) in Iraq for **being a philologist in Semitic languages, and translator in Arabic**. I am an Arabic teacher at *La Sapienza University*. I am primarily responsible for teaching language, history, literature, translation, and interpretation classes.

2016 – 2017 - Linguistic consultant and translator at the Kuwait State Representation Office at FAO, WFP

In 2016, I worked as a linguistic consultant and translator at the Kuwait State Representation office for FAO and WFP Organizations, I represented the Kuwait State in a number of meetings, for example the FAO Conference, and was responsible for writing and delivering numerous reports and minutes about major events and topics connected with important global issues discussed during the Conference meeting. While working in the office I replied to complex and highly confidential information sent between the Kuwait State Representation office, the Embassy, and the Government. I was responsible for dealing with phone calls and screening those coming in. Due to my vast experience in proof-reading I was also responsible for checking various letters and documents for correct spelling, grammar, syntax, style and typography before they were released for the general public or documents sent to FAO, IFAD, and WFP. I was equally responsible for drafting high level and confidential documents for internal and external use.

2017- Present the examining commission of the competition

In July 2017, I was invited by the Ministry of Foreign Affairs and International Cooperation to be part of the examining commission for the diplomatic public examination for the Arabic Language. I was asked to examine individuals who presented themselves with knowledge of Arabic and provide the Ministry with the results.

2015-2017 - Ministry of Cultural Heritage and Activities and Tourism Higher Institute For Conservation And Restoration

Working for the Ministry of Cultural Heritage and Activities and Tourism I was tasked with assisting this ministry to complete language translations into Arabic that are related to the cultural and archaeological works carried out in Arab countries. I was primarily tasked with

examining and translating ancient Arabic texts into modern Arabic. I worked for the Ministry from 2015-2017.

2005-2008 I was the trainer for a project for training rural women in basic life skills and managing small and small income-generating projects.in small villages in Damascus, Syria. With the collaboration of the Ministry of culture in Syria

The specific points of the project:

- 1- holding meetings to educate women and train them to manage small and micro projects, exchange experiences and help them solve urgent problems facing women who run small projects within the project of developing rural women
- 2_ The series of meetings aimed to discuss the problems facing the villages in which the project was implemented in the governorate, and to overcome the difficulties facing the work team and the association assigned to the project to ensure continuity.
- 4- The project for training rural women on basic life skills was implemented in Bait Saham, Doma, Akriba, Babila, Shabania villages.
- 5- The number of women who benefit from the project at the Republic level was 2000.
- 6 - Through the project, the Ministry sought to achieve the comprehensive advancement of rural women to become a more aware mother, a more skilled housewife, a more productive worker and more involved in serving her community.
- 7- Women were trained in basic life skills such as first aid, childhood and motherhood, sewing work and handicrafts
- 8-The project was funded by a government subsidy.
- 10- The project was to developing rural women in development and population and worked to help women implement productive projects in addition to raising awareness of the importance of family planning and its.
- 11- The project was to develop the role of women in food production and seek to provide food security for rural women and train them to develop their skills.
- 12- The Project worked to improve the level of women economically and socially.

2003-2008 - Arabic language teacher and history at various high schools in Damascus.

I have taught the Arabic language in many high schools in Damascus.

2008-2018 - Arabic Teacher and Translator in Italy:

- Global Language School
- ABC Language Consulting
- Eduplanet School

- Trinity School
- Agenzia Giornalistica Italiana AGI

Academic Qualifications

Sep.2008-Apr.2013 **PhD in Philological and Literary Studies** on the Ancient Near East,
Faculty of

Languages and Philosophy, University of Rome "La Sapienza".

Set.2003-2004 **Master in Philology** from the University of Damascus

Set.1999- July.2003 **Master's degree in Oriental Languages** and History, Faculty of Letters
and

Humanities, at the University of Damascus.

PERSONAL SKILLS

Mother tongue Arabic

Other languages

English

Italian

Good communication skills gained through my experience as teacher and translator

Good command of Office (Word processor, spread sheet, presentation software)