

Afaq Alraee

Philadelphia, PA 19149, afaqabas@gmail.com , +1 267-588-6262

Career Objective

To obtain a position as an assistant manager/customer service/interpreter (English/Arabic).

Authorized to work in the US for any employer

Professional Experience

HR Shared Services Specialist

Comcast International - Philadelphia, PA

February 2018 to June 2018

Position Held: HR specialist.

Responsibilities: The HR Shared Services Specialist will be responsible for receiving and responding to HR related phone, email and AskHRSS inquiries from Comcast employees and other HR Shared Services customers. The HRSS Specialist is the primary point of contact for employees regarding benefit programs, HRTM support, Employee Portal navigation and other human resources policy inquiries as needed. The role will be responsible for providing policy and plan information to employees in a timely, courteous and professional manner. The HR Services Specialist will liaise with payroll team and Centers of Excellence (COE) resources to resolve inquiries that require escalation. Use procedures, policies and the Knowledge Management System to provide accurate and detailed information to Comcast employees regarding benefits programs, HRSS support, payroll and compensation inquiries, Employees portal navigation assistance and other human resources policy inquiries.

Assistant Manager

JK School of Tennis - Philadelphia, PA

August 2014 to Present

Positions Held: Front Desk/ Assistant Manager.

Responsibilities: Responsible for handling telephone and email inquiries and ensures that work is completed in an accurate and timely manner, communicates in a professional and clear manner with clients, responsible for book keeping and handling payments from the clients, making sure that the payments match what we have in the office tracker, guests and offering them service, answering phone calls to handle company inquiries and payments, and sorting and distributing mail.

Legal Interpreter for Immigration Court

SOSI International - Philadelphia, PA

October 2017 to September 2017

Position Held: legal court interpreter.

Responsibilities: As an immigration court Interpreter my job is to serve as a conduit between non-English speakers (Arabic speakers) and English-speaking officials in immigration courts using simultaneous and consecutive methods of interpretation, also to place the non-English speaker, as closely as linguistically possible, in the same situation as an English speaker in the legal settings.

Legal Interpreter

HIAS Inc - Philadelphia, PA
May 2017 to June 2017

Position Held: legal court interpreter.

Responsibilities: On call or a volunteer to help with the Immigration Legal Services that are provided to those who seek change of status, applying for permanent residency, asylum, family unification, or change to permanent legal status and citizenship, mostly our work is done through Pepper Hamilton LLP for legal services.

Security Officer

Hilton Hotel - Philadelphia, PA
August 2014 to February 2018

Position Held: unarmed security officer.

Responsibilities: filling the security log with the small reports of the areas that have been checked, receiving and answering all guests' phone calls and inquiries concerning, missing items, package deliveries, and noise complaints. Prevents losses and damage by reporting irregularities, informing violators of policy and procedures, securing premises and personnel by patrolling property, monitoring surveillance equipment, inspecting buildings, equipment, and access points, permitting entry only for guests at all times.

Assistant Manager

JK School of Tennis - Philadelphia, PA
August 2014 to Present

Positions Held: Front Desk/ Assistant Manager.

Responsibilities: Responsible for handling telephone and email inquiries and ensures that work is completed in an accurate and timely manner, communicates in a professional and clear manner with clients, responsible for book keeping and handling payments from the clients, making sure that the payments match what we have in the tracking office, guests and offering them service, answering phone calls to handle company inquiries and payments, and sorting and distributing mail.

College Teacher

Alrussafa Institute of Management, Baghdad, Iraq
2010 to 2014

Positions Held: Teacher, Translator, Head of Admission office, Assistance Head of Department.

Responsibilities: Serve as the coordinating office for University relations with high schools, junior and community colleges, and other educational institutions. A responsibility of this office is to disseminate information to prospective students about the University and about the admission process. Responsible for the University's program of visitation to high schools and junior and community colleges. Develop outreach programs through which the University communicates with its constituents concerning the educational opportunities at the University. Translation of resources, and teaching computer based subjects (Operating Systems, Data Security), coordinating with other teachers the subject s' schedule according to the required credit for each student in order to graduate, responsible for matching government paid grants for each student according to their family monthly income.

Criminal Court Interpreter

U.S. Army - Baghdad

December 2009 to December 2010

Position Held: Legal/Military Interpreter.

Responsibilities: As a Court Interpreter my sole responsibility is to bridge the communication barriers so as to provide limited English proficient court users with equal access to justice. My job as a court interpreter was to provide consecutive interpreting, and/or simultaneous interpreting to enable the judge react in the same manner to a non-English speaking witness as they do with one who speaks English.

College Teacher

Baghdad University College for Economical Studies

2009 to 2010

Positions Held: Teacher/ Director of Admissions office.

Responsibilities: Receive and evaluate the admission credentials of each undergraduate applicant and determine the admission eligibility for these students and inform them of their admission status. Receive and examine credentials of former students who have not been in residence during a long-session semester to ascertain their eligibility for reentry. Evaluate, in conjunction with the academic departments, the courses from other colleges, universities, and junior colleges to determine their transferability to the University. Responsible for maintaining and coordinating admissions programs with the various academic areas. Also translating and teaching computer based subjects such as Software Engineering Department (Logic Design and Numerical Systems, Programming using Pascal).

Translator

G.L.S. Camp Victory, Biap

July 2006 to December 2009

Position Held: Military Interpreter.

Responsibilities: Translating and editing work on for U.S. army for meetings with the Iraqi Army, answering phone calls and translating to English, translating paper works from English to Arabic or from Arabic to English, and also handled sensitive information with utmost secrecy about various missions such as looking for suspects, interrogating suspects, coordinating to go out on joint patrol with I.A., also live interpretation for training classes when working with the Iraqi army medical and radio staff.

Retail Sales Associate

Black & White Accessory shop

2000 to 2005

Position Held: Sales associate/Sales manager.

Responsibilities: Greeting customers, responding to questions, improving engagement with merchandise and providing outstanding customer service. Operating cash registers, managing financial transactions, and balancing drawers. Achieving established goals. Directing customers to merchandise within the store. Increasing in store sales. Maintaining an orderly appearance throughout the sales floor. Taking care of the shop, generally dealing with everything. Most of the time i had to run the shop by myself, because the owner used to travel for most the time.

Education

Certificate in Russian language

Voronezh State university

2014 to 2015

B.SC. in Computer Science

University of Technology - Baghdad, Iraq

1999 to 2003

Additional Skills

very good knowledge for live interpretation, also document translation between Arabic and English, i can handle work under pressure, worked in extreme environments, I have very good medical and legal translation experience, I have about three years of experience working for the US. Army in Iraq, I have many certificates that prove my efficiency in work as an English translator, Experience at junior level with the documents translation of texts from Russian to English and English to Russian.