

Curriculum Vitae

Ahmed A. Alhino

05\MAY\1976

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I am interested in a full-time job within the Gulf, where I can put all my creative and acquired skills in use. A job that may involve learning new skills, and where there is place for me to grow within the company if possible.

Personal Details:

I consider myself as a go-getter, lively, enthusiastic, dedicated and honest. I have a wide range of experience in different jobs dealing with people from all walks of life. Proven leadership skills involving managing, developing and motivating teams to achieve their objectives. Taking on challenges is one of my passions, as I can find satisfaction in learning new skills. I can achieve my objectives whilst working in a stressful environment and/or working under pressure. I have no problem taking and following up orders, or guiding and helping other staff with their jobs.

Career history:

- **King Saud University, Riyadh 2000-till now**

H.E. Rector of the university office

Executive assistant & personal translator. Secretarial duties.

- **European Languages Department, college of Languages and Translation:**

Administrative duties at the department chairman office.

Teacher of 101 English for freshman students of other colleges.

Teacher of speaking, vocabulary, grammar for year 1, 2, and 3 students of the English language and translation department.

Translating a book titled *coping with learning disabilities*, from English to Arabic as a career project. The book is a textbook at the department of special education and is on the shelves of Special Education Secretariat library.

- **Public Relations and Media:**

Supervisor of the Permanent Documentary Exhibition of Developmental Programs at KSU.

Organiser and a member of the protocol committee.

First and sesoned International Exepition on Higher Education, Riyadh 2010-2011.

Organiser and a member of the protocol committee.

International Symposium on Disaster Management 3rd -6th October 2009

Team leader and interpreter.

OPEC Head of State 3rd Summit 14th -18th November 2007

Member of the organizing committee.

Team leading over 58 translators and interpreter at ARAMCO gala dinner.

The Symposium on Judiciary and Justice Systems, Riyadh April 2004.

Public Relations & Protocols committee member.

Simultaneous and bilateral interpreter.

Delegations' tours organizer.

The 7th International Energy Forum in Riyadh on November 2000.

A member of the organizing committee.

Receiving English-speaking delegations, and accompanying them through all the events of the forum supporting them with simultaneous translation.

Interpreter for the news agencies covering that event.

Organizing tours for delegations.

AlJnadriah Cultural Festival, Riyadh 1998-2001

Guests host and interpreter.

Cultural events organizer.

Education:

1994-1999 College of Languages and Translation, King Saud University, Riyadh.

BA in translation and Interpreting Arabic/ English.

2001-2003 Michigan State University, USA

Non-degree courses: syntax, neurolinguistics, semantics and cognition, pragmatics.

2004-2005 Essex University, UK.

Non-degree courses: HPSG (Head-driven Phrase Structure grammar), Minimalist syntax, morphology, and neurology of languages.

Skills:

Microsoft windows: word, outlook and excel, e-mail and Internet.

Creating work schedules.

Professional reference

King Saud University

College of Languages and Translation

Dr.Fayez Alshehri, the dean

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