**Myriam Bouzouad**

41 boulevard Pierre Dupong, L-4086 Esch/Alzette

Tel: 691 198 330; [mbdavis@email.wm.edu](mailto:mbdavis@email.wm.edu)

American & French; Driver’s license B



**EDUCATION**

**Bachelor of Arts in** **French and Middle Eastern Global Studies** - Pi Delta Phi - French National Honor Society (*College of William and Mary - Williamsburg*, USA, 2012)

**Associate of Arts - International Studies**, Phi Theta Kappa Honors - Magna CumLaude (*Thomas Nelson Community College* **-** Hampton, USA, 2010)

**GED** (*Wake Tech Community College*, Raleigh, USA, 2007)

**PROFESSIONAL EXPERIENCE: FREELANCE INTERPRETER/TRANSLATOR (6 YEARS)**

Feb. 2014 – Jul. 2015 **Certified Interpreter/Translator (Arabic, English, and French):** interpretation and documents translation from courts, schools, social services and medical facilities. (*The Language Group LLC*, Virginia Beach*,* USA)

Oct. 2014 – Mar. 2015 **Interpreter for a protective order hearing (Arabic, English, and French):** during attorney client meetings, preliminary hearings, arraignments, depositions, trials… (*Supreme Court of Virginia*, Richmond, USA)

May 2009 – Jul. 2015 **Certified Interpreter and Translator (Arabic, English, and French):** Interpretation for schools, social services facilities, courts, medical offices... (*The Refugee and Immigration Services*, Hampton, USA)

**PROFESSIONAL EXPERIENCE: TEACHING (9 YEARS)**

Sept. 2008 - May 2010 **French Tutor:** homework, pronunciation, speaking … (*Thomas Nelson Community College*, Hampton, USA)

May 2013 – Jul. 2015 **TEFL Certified (Teaching English as a Second Language):** (*Langley Elementary School, Hampton*, USA)

Jan. 2006 - Jul. 2015 **French Tutor:** Freelance, all levels (*private and public settings*)

**PROFESSIONAL EXPERIENCE: ADMINISTRATIVE ASSISTANT – CUSTOMER SERVICE (3,5 YEARS)**

Sept. 2008 - May 2010 **Administrative Assistant:** Day-to-day business correspondence, scheduling and coordination, Performed clerical tasks, meeting attendance and minute writing, follow-up, archiving... (*Thomas Nelson Community College*, Hampton, USA)

May - Aug. 2008 **Bilingual Customer Service Representative/Call center:** Customer support, assistance with troubleshooting, issues resolution in French and English (*Sprint Teletech***,** Hampton, USA)

Jan. 2006 - Aug. 2007 **Bilingual Customer Service Representative/Call center:** Customer support, assistance with troubleshooting, issues resolution in French and English (*Sento,* Raleigh, USA)

**PROFESSIONAL EXPERIENCE: RESTAURANT (3 YEARS)**

Sep. 2015 - Juin 2016 **Waitress:** Café Holli bar-restaurant (Hollerich, Luxembourg)

Oct. 2014 – Jul. 2015 **Waitress**:Breakfast restaurant, customer service and support (I hop Restaurant, Newport News, USA

Jan. 2005 - May 2006 **Waitress**: Buffet type, customer service and support, hygiene and food safety (*Golden Corral Restaurant*, Cary, USA)

Sep. 2004 - Dec. 2005 **Crew, Manager:** Management and supervision of a restaurant and team of 15 employees(*McDonald’s*, Cary, USA)

**SKILLS & COMPETENCIES**

**Certified Interpreter/Translator** (legal, medical, social, education…); Consecutive, simultaneous and sight interpretation; Medical and community interpretation exam (HIPAA Training Certificate, May 2009)

**Translation &**

**Interpretation**

**Teaching Teaching English as a Foreign Language** (Certification TEFL, 2012)

**Management** Restaurant management; people supervision and training

**Computer MS Office** (Word, Excel, PowerPoint, Outlook, Access); **Interne**t; **Content Management System** (CMS); **Computer-assisted translation programs**

**Language American-English** (native); **Arabic** (native); **French** (native); Spanish

(Intermediary); Luxembourg (beginner)

**Volunteer works *Kenya Sustainable Village Project*** (community-based and environmentally sustainable care to HIV/AIDS persons); ***Friends Serving Friends*** (homeless program)

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**EDUCATION**

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**Associate of Arts - International Studies** (*Thomas Nelson Community College* **-** Hampton, USA, 2010)

**GED** (*Wake Tech Community College*, Raleigh, USA, 2007)

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Feb. 2014 – Jul. 2015 **Certified Interpreter/Translator (Arabic, English, and French):** interpretation and documents translation from courts, schools, social services and medical (*The Language Group LLC*, Virginia Beach*,* USA)

May 2013 – Jul. 2015 **Certified Interpreter/Translator (Arabic, English, and French):** Texts edition and proofreading. Support to students with limited English proficiency (*Langley Elementary School, Hampton*, USA)

Oct. 2014 – Mar. 2015 **Interpreter for a protective order hearing (Arabic, English, and French):** during attorney client meetings, preliminary hearings, arraignments, depositions, trials… (*Supreme Court of Virginia*, Richmond, USA)

May 2009 – Jul. 2015 **Certified Interpreter and Translator (Arabic, English, and French):** Interpretation for schools, social services facilities, courts, medical offices... (*The Refugee and Immigration Services*, Hampton, USA)

**PROFESSIONAL EXPERIENCE: TEACHING (9 YEARS)**

Jan. 2006 - Jul. 2015 **French Tutor:** Teaching to students and customer, all levels (*private and public settings; Thomas Nelson Community College*, Hampton, USA)

**PROFESSIONAL EXPERIENCE: ADMINISTRATIVE ASSISTANT – CUSTOMER SERVICE (3, 5 YEARS)**

Sept. 2008 - May 2010 **Administrative Assistant:** Day-to-day business correspondence, scheduling and coordination, writing and editing, meeting attendance and minute writing, follow-up, archiving... (*Thomas Nelson Community College*, Hampton, USA)

Jan. 2006 - Aug. 2008 **Bilingual Customer Service Representative/Call center**: Customer support, assistance with troubleshooting, issues resolution in French and English (*Sprint Teletech***,** Hampton, USA; *Sento,* Raleigh, USA)

**SKILLS & COMPETENCIES**

**Certified Interpreter/Translator** (legal, medical, social, education…); Consecutive, simultaneous and sight interpretation; Medical and community interpretation exam (HIPAA Training Certificate, May 2009)

**Translation &**

**Interpretation**

**Teaching Teaching English as a Foreign Language** (Certification TEFL, 2012)

**Computer MS Office** (Word, Excel, PowerPoint, Outlook, Access); **Interne**t; **Content Management System** (CMS); **Computer-assisted translation programs**

**Language American-English** (native); **Arabic** (native); **French** (native)