



*The Excellence International Center*  
مركز الإبداع العالمي



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Member of the Global Innovation Center

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E. Book

قراءة ممتعة

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مع تحيات الأديب  
قوام الدين محمد أمين

مؤسس ورئيس مركز الإبداع العالمي

جميع الحقوق محفوظة لمركز الإبداع العالمي لدى مديرية حماية حقوق المؤلف بالرقم ١٧٨٢



## **Educational & Training Qualifications:**

- Master's Degree in Business Administration-General Management (M.B.A) from the NYIT- New York University, Bahrain Chapter. (Jun. 2007)
- B.A. from University of Bahrain in English + Education.( Semester 1997-1998)
- Secondary School Certificate from Issa Town Secondary School. (1992- 1993)
- A course in French language at "L'alliance Francaise" in Issa Town. (1990- 1991)
- A "First Diploma in Basic Applications of Computer", Almadeena Training Institute. (1998)
- A course in "Adobe Photoshop Program", Al-Madina Internet Café. (2001)
- A course in advanced Power Point Program, organized by Ministry of Education. (2003)
- Attended & participated in a workshop on "Brain Storming". (2003)
- Attended & participated in a one-month training program in the international news department at Al-Meethaq Newspaper (Arabic), Bahrain. (Jul. 2004)



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- Attended & participated in a workshop on "Legal Translation". (26- 28 Feb. 2005)
- Attended & participated in a workshop on "Media Translation". (08- 12 Apr. 2005)
- A course in "10 Computer Different Applications", Al-Hayat Institute. (Oct. 2005)
- Has started studying a diploma in "Human Resource Management" from Herriot Watt University, organized by Gulf Academy, Bahrain. (not completed yet)
- Attended & participated in a training program in the legal affairs and parliamentary laws by the University of Bahrain in cooperation of the Parliament. (Nov. 2005)
- Attended & participated in a workshop on "The Economical Journalism", organized by the Bahrain Press Society. (Mar. 2007)
- Attended & participated in a course on "the therapy by using the human bio-energy" co-organized by "Al-Rashid Training Center" and "Investment for Training & Development". (18-20 Apr. 2007)
- Attended & participated in a course on "The International Human Law (IHL)", organized by the



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- ICRC, in association with Al-Waqt Newspaper. (23-25 Apr. 2007)
- Attended & participated in the "Customer Care Training Program" over two days, organized by the Economic Development Board (EDB) in association of the Bahrain Training Institute (BTI). (6-7 May 2007)
  - Attended & participated in a 5-day course on "The Interviews and Media Skills" by Al-Jazeera Media Training & Development Center, Doha. (1-5 Jul. 2007)
  - Attended & participated in a 5-day course on "The Essentials of Public Relations and Communications" by the IIR Middle East, Dubai. (28 Jul – 2 Aug. 2007)
  - Attended & participated in a 2-week course on "Simultaneous Translation" at Al-Jazeera Media Training & Development Center, Doha. (25 Nov. – 07 Dec. 2007)
  - Attended & participated in the 1<sup>st</sup> Women Media Forum, held in Bahrain. (8 – 9 Jan. 2008)
  - Attended & participated in a one-day workshop on Knowledge Discovery and Data Mining (KDD) by



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Michael Gates, CEO of Bio-Sensor, USA & Senior Director, Tomorrow Consultancy, Bahrain. (26 May, 2008)

- Attended & participated in a 5-day course on "Management of Broadcasting Organizations" by Al-Jazeera Media Training & Development Center, Doha. (15-19 Jun. 2008)
- Attended & participated in a one-day workshop on "Invention and Innovation" by the Bahrain Researchers and Inventors Society (BRAINS), Bahrain. (30 Aug. 2008)
- Attended and participated in a workshop on "Folklore Atlas" (أطلس الموروث الشعبي) during the period 19 – 23 October 2008, organized by the Bahrain National Museum.
- Attended and participated in a workshop on "INLPTA" (البرمجة اللغوية العصبية) during the period 12 – 15 December 2008, Bahrain.
- Attended and participated in a workshop on "EFT" (تقنية الحرية النفسية) during the period 18 – 19 December 2008, Bahrain.



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- Attended and participated in a workshop on "Methods and Theories Folklore" (ميادين ونظريات علم الفلكلور) during the period 25 January – 05 February 2009, organized by the Bahrain National Museum.
- Attended a package of a group of multimedia courses, such as: "Photoshop CS3 basic, Photoshop CS3 advanced, Flash CS3 basic, Adobe Illustrator CS2 L-1, Adobe Illustrator CS2 L-2, Adobe InDesign CS2 L-1, Adobe InDesign CS2 L-2, Ms Front Page 2003 L-1, Ms Front Page 2003 L-2, DreamWeaver CS3 L-1, DreamWeaver CS3 L-1, starting from February 2009 until May 2009, New Horizons Training Institute, Bahrain.
- Attended and participated in a workshop on "Verbal Folklore" (التراث الشفوي) during the period 07 – 11 June 2009, organized by the Bahrain National Museum.
- Attended and participated in a workshop on "Creative Writing" (الكتابة الإبداعية) during the period 24 – 26 July 2009, organized by the "Taa Al Shabab Festival" (مهرجان تاء الشباب) in cooperation with the Ministry of Culture and Information.



## **Work Experience:**

### **1- Bahrain Economic Development Board (EDB): (Jan 2006 – November 2008)**

- National Communications Senior Officer since Oct 2007 (مسؤول أول بإدارة الإعلام والاتصال): Involved in achieving and conducting all different PR & Communications tasks and activities at the EDB in both languages (English and Arabic).
- Communications Officer since first moved into the EDB (مسؤول بإدارة الإعلام والاتصال): Involved in achieving and conducting all different PR & Communications tasks and activities at the EDB in both languages (English and Arabic).

### **2- Council of Representatives: (Apr 2003 – Dec 2005)**

- Executive Secretary of different committees (أمين سر)  
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Investigation Committees on both "Tubli Bay" & "Alma'ameer Gas Problems", in addition to the standing "Committee on Foreign Affairs, Defense & National Security" and sometimes other committees too. **(First female ever comes into this position in Bahrain's parliamentary history).**

- Specialist–Coordination of the Inter-parliamentary Group, (أخصائي تنسيق ومتابعة الشعبة البرلمانية). **(First position of kind in Bahrain and first female ever comes into this position in Bahrain's parliamentary history).**
- Political/Parliamentary Translator: Translated written texts of the parliament for around six months (not officially; only as a favor until a translator has been employed). **(First female translator for the parliament in Bahrain before a male translator has been appointed).**

### **3- Ministry of Education: (Sep 2000 – Mar 2003)**

- “Teacher of English” at Daih Primary-Intermediate School for two years and a half.



#### **4- The National Concrete Company (NCC): (Jun 1999 – Sep 2000)**

- "Secretary" for both, the Commercial Manager & the Operations Manager.
- "Translator" (not officially – only as a favor to the company).

#### **5- Ministry of Information (Bahrain National Museum): (2000- still – on freelance basis)**

- Translating the museum documents/ texts/ booklets/ publications from English into Arabic & vice versa. **(on freelance basis)**
- Participating, as a researcher, in conducting field research on folklore/ heritage/ anthropology and other themes for the Directorate of the Culture and National Heritage. **(on freelance basis)**
- Improving and polishing, redrafting & editing, proofreading & reviewing the texts/ documents/ brochures/ booklets **written in Arabic or English** for



all departments of the museum in terms of structure and grammar. (**on freelance basis**)

- Professional **consultancy** services in the fields of the folklore, traditions and archaeology books/booklets/publications.

#### **6- A freelance Translator/ Proofreader/ Consultant/ Columnist: (Since 1997- till the present)**

- Translating documents for the different customers upon their request and after quotation of translation is approved by their side
- Doing proofreading to the translated documents or to documents written in Arabic.
- Conducted the translation and ***Arabization*** of the leading "iLMS" learning and training application, which has been especially designed and developed by an international software firm for Bahrain Institute of Public Administration (BIPA), which is under the Government of Bahrain, to be applied soon for training across Bahrain.



- Conducted many **copywriting** and **proofreading** tasks for a number of companies and individuals in Bahrain. (All are documented).
- **Also** a former freelance **columnist** with the Bahraini website, [www.gulfpress.com](http://www.gulfpress.com) , that is a website dedicated to the business and economic news since August 2008 – writing articles on the socio-economics in general.

### **Abilities & Languages:**

- Excellent communication skills.
- Ability to successfully and effectively work independently, within a team and in a group.
- Excellent skills in using computer in both Arabic & English.
- Fluently speak, read & write in both languages (Arabic & English).
- Good knowledge of French language.
- Talented in creatively editing and translating/ reproduction of the news headlines, as well as



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- concepts/ themes/ captions of advertisements and images from English into Arabic.
- Skilled in writing/ producing professional reports and minutes.
  - Ability to professionally coordinate and organize events, ceremonies, and projects.
  - Experienced in writing press releases/ producing media materials.
  - Ability to learn and gain skills/ languages within a noticeable short period of time.
  - Skilled and professional in drafting speeches and creating keynote PowerPoint presentations to be delivered by the VIPs or Senior Officials in Arabic/ English.
  - Professional in translating, editing, improving and *arabizing* (redraft text to look as if written in Arabic) the VIP speeches/ keynote presentations that are written in English and needs to be delivered in Arabic.
  - Outstanding ability to provide consultancy (review and proofreading) to improve all media materials/ publications/ text documents as required.



- Confident and professional in managing the events as an/a "MC", Master of Event, Speaker and ToastMaster in Arabic and English languages.
- Ability to confidently deliver speeches and presentations in English and Arabic.
- Ability to train junior staff on Public Relations and Communications.
- Ability to manage/ lead a project team, and to plan and organize the media events (especially press conferences) and all types of events.

### **Interests:**

- Reading and writing literary works in general. (Short stories, poems, plays, essays, etc..; *Just completed writing my second play to be performed hopefully during the next three months.*)
- Media, Communications, Multi-media & Public Relations.
- Translation, Linguistics & Criticism and language related articles. (Translated many texts in different fields)



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- Anthropology, Archaeology, Mythology, Sociology & Psychology.
- Field research & Journalism. (Worked as a journalist for a very short period of time)
- Business General Studies & Human Resources (HR Studies).
- A former member of "Gilgamesh Musical Theatre" for drama. (*I am the author/playwright of the musical historical play, "The Land of Kings", which was under the patronage of H.M. King Hamad bin Essa Al-Khalifa, 2005).*)
- Creative photography and graphic designing using the Adobe Photoshop, Adobe Illustrator, Adobe Flash, Adobe In-design, Adobe Dreamweaver, and FrontPage.
- Fashion and Interior Design.



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