

Curriculum Vitae

Personal information

Name	Sara Echmaint
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Nationality	Greek
Birth date	05/07/1998

Professional Summary

Knowledgeable and experienced interpreter and interpersonal, able to work in multiple environments. Fluent in multiple languages with knowledge of cultural and regional variations. Excellent communicator able to read and write as well in foreign languages as in English, Arabic and Greek. Can travel nationally and internationally for different work projects and assignments.

Education and Training

Higher Education

Secondary education high school Shada Alrabee, Tripoli Libya.

(2014-2016) Graduation grade 16,4

Attend in English Literature program in New York college 2018-2019

Higher Professional Diploma (HPD) of Counseling and Psychology 2019-2021

Work Experience

Currently Interpreter – Metadrasi Μεταδραση

From August-(2016)

Main activities and responsibilities

Interpreter / Cultural Mediator Arabic-Greek-English speaker– Emergency Hospitals, Reception Sites in Thessaloniki & Urban Areas

- Provide interpretation to guardianship committees for minors and vulnerable Child protection cases.
- Support in identifying and following vulnerable cases and Child protection cases
- Referring key child protection issues and best practices;
- Assisting in conflict resolution, counseling and cultural sensitive communication;
- Translating internal / external documents upon request;
- Ensuring confidentiality and accuracy when translating;
- Basic IT/data support (Microsoft Office, web);
- Writing daily reports for the line manager
- Creating a population mapping of previous studies, vocation

Cooperatives: Providing interpretation to other organizations for beneficiaries.

- Offering interpretation in many greek hospitals, and on-call emergency.
- SAMS - Syrian American Medical Society Foundation
Assist in conflict resolution, psychological, counseling support and cultural sensitive communication.

National public health agency at Camps in greek Islands.

- Providing interpretation to the UN High Commissioner for Refugees in Greece focusing on working with the Greek authorities to improve policies and services that affect the lives of refugees.
- Providing support when there is a need for housing, water, sanitation, food, basic non-food items, health, education, information, coordination and management of reception areas.
- Teleconferencing service line to improve refugee funding.

- Records and registrations of asylum cases in the regional asylum service.
- Cooperation with(Unicef) in public schools primary, elementary,high, Vocational High Schools, and specific classes.
- Assist teachers to teach simple phrases to Arabic-only speaking students, teachers, and administrative staff to help them interact with new students.
- Translating internal/ external documents upon request.

Cash-Based Interventions,

- *Performing other tasks related to cash assistance program as required.*

Coordinate with relevant units and personnel related to cash assistance program (e.g. ESTIA partners).

- *Liaise with populations of concerns, assistance beneficiaries regarding the Cash Assistance Program.*

- *Implement the field activities of Certification, Enrollment, Transition, Cash Card replacement.*

Personal skills and competences

- Languages (Arabic and Greek native – English advanced – Turkish beginner)

- Excellent knowledge of Microsoft Excel, Microsoft Word, Microsoft Powerpoint.

- Exceptional written and oral communication
- Highly organised, good planner and scheduler
- Greek Driving license / B category

References: Available upon request.