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**Academic Curriculum Vitae**

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**Personal Information:**

Full Name: Wuria Muahmmed Othman

Academic Title: Lecturer

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Mobile: 07504496309

**Education:**

1990-1994 Salahaddin University Bachelors in English literature

2007–2010 Kurdistan University Master in Management

**Employment:**

Nov.2012- Mar. 2013 ACDI VOCA Regional Training Coordinator

* Developed and implemented regional training programs for staff in areas such as customer service, sales, communications, and management.
* Delivered customized training sessions and workshops to staff in various departments.
* Designed and administered surveys to gauge staff satisfaction and effectiveness of training programs.
* Created and maintained an online database of training materials and resources.
* Developed a comprehensive training plan to ensure staff members stay up-to-date on current trends and best practices.
* Mentored and coached staff members to help them reach their career goals.
* Developed and managed regional budget for training initiatives.
* Collaborated with regional managers to ensure training programs meet organizational goals.
* I have created training curricula and developed content to ensure that employees have the skills and knowledge they need to be successful.
* I have also worked with regional managers to customize programs to meet their specific needs.
* Additionally, I have conducted training sessions and workshops, developed assessments to measure training effectiveness, and analyzed training results to determine areas of improvement.
* Lastly, I have provided feedback to upper management on training program efficacy, and monitored employee progress to ensure that training objectives are achieved.

Jan. 2011 to Nov.2012 Repsol Corporate Social Responsibility

* Developed and implemented a comprehensive social responsibility plan to reduce company’s carbon footprint and environmental impact.
* Collaborated with local schools and organizations to promote social responsibility initiatives and develop community partnerships.
* Spearheaded the launch of a successful employee volunteer program to encourage staff involvement in community outreach activities.
* Developed and implemented a successful corporate giving program to support local charities and organizations.
* Created and managed a sustainability council to ensure that all social responsibility initiatives are in line with company policy and regulations.
* Wrote effective press releases to generate interest in company’s social responsibility initiatives.
* Organized and oversaw successful fundraising campaigns to support local charities and organizations.
* Collaborated with local businesses to promote sustainability initiatives.
* Provided training on social responsibility to staff members to ensure that everyone is aware of their impact on the environment.
* Developed and implemented social responsibility policies to ensure compliance with all applicable laws and regulations.

Dec. 2006 to 30 Dec. 2009 RTI Trainer

* Developed comprehensive training programs designed to increase employee performance in customer service, sales, and operations
* Facilitated team building activities to promote collaboration, and foster a positive work culture.
* Provided individualized coaching and mentoring to help employees develop skills, and reach career goals
* Delivered engaging presentations and workshops to groups of up to 50 participants
* Conducted detailed assessments of employees' skills, and created individualized action plans to improve performance
* Created and maintained training materials, including handouts, presentations, and job aids
* Developed tracking systems to measure progress and impact of training programs
* Provided support to management in developing and enhancing employee development initiatives
* Monitored and evaluated employee performance to identify areas of improvement Used a variety of instructional techniques to ensure knowledge retention
* Ensured compliance with all relevant policies, standards, and regulations

May 2004 to October 2006 ARDI Regional Training Manager

* Developed and implemented regional training programs to ensure employees across the region had consistent training experiences
* Established regional training standards and policies to ensure compliance with applicable regulations and laws
* Collaborated with regional managers to evaluate existing training programs and suggest modifications to improve efficiency
* Conducted regular training assessments to identify gaps in employee knowledge and skills and create tailored training plans
* Designed and implemented innovative training strategies to ensure employees had access to up-to-date information and resources
* Delivered virtual and in-person training sessions to ensure employees had the necessary knowledge and skills for their roles.
* Developed and maintained relationships with vendors to ensure access to the latest training materials and technologies.
* Managed the budget for the region’s training initiatives, ensuring it was utilized effectively and efficiently.
* Developed and implemented a certification process to assess employee competency and ensure compliance with standards.
* Monitored and evaluated employee progress to ensure objectives were met and to inform future training strategies.

Dec. 1995-present Legal translator and Interpreter

* Successfully translated complex legal documents from Spanish to English, allowing for seamless communication between legal professionals in two different countries.
* Worked with a team of lawyers to ensure accurate interpretations of statutes, court decisions, and other legal materials for a variety of projects.
* Developed a system for tracking changes to documents over time to ensure accuracy and consistency.
* Compiled a glossary of legal terms and jargon to ensure accurate translations.
* Created a library of legal documents and resources to streamline the translation process.
* Provided translation services for international arbitration proceedings, ensuring successful communication between parties in different languages.
* Developed a process for verifying the accuracy of translations to ensure accuracy and compliance with legal standards.
* Collaborated with a team of linguists to develop a comprehensive system for legal translations. Utilized a software program to speed up the translation process and ensure accuracy.
* Developed an extensive network of contacts in the legal field to provide reliable and accurate translations.

**Qualifications**

* Senoir trainer at Kurdistant institute of public administration
* Good at Ms package.
* Bachelor in English
* Team leader, team player, work under pressure
* Learning organization at Kipa, system thinking in ACDI VOCA , facilitation skills at Konkuk University.

**Teaching experience:**

* Principles of Management courses to undergraduate
* Organizational communication, organizational management, working together at Kipa

**Research and publications**

* The reflections of organizational socialization on the organizational Citizenship behavior, ICRC as a study case.

**Conferences and courses attended**

* The financial and economic relationship between KRG and Iraqi Government at the shadow of the Iraqi the Iraqi constitution.
* System thinking
* Change management at public sector

**Funding and academic awards**

* Change management in public sector workshop in Istanbul 2015.
* Training of trainers for three months in Seul.

**Professional memberships**

* Corporate governance trainer in KIOD
* Senior Trainer at Kurdistan Institute of public administration

**Professional Social Network Accounts:**

<https://www.linkedin.com/in/wuria-othman-6948a025/>