

AMINE FAJRI
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CAREER AIM

- Results oriented professional seeking to contribute learned skills in a position of responsibility

SUMMARY

- Experience in various administrative environments, which include: Translation, Interpreting, Marketing, Invoicing, Import/Export, bookkeeping, reconciliation.
- Stevens-Henager College Graduate with Master of business Administration

EDUCATION

- **Master of Business Administration**
Stevens-Henager College- Salt lake city - June 2009
- **Master of higher specialized studies – Marketing & International Commerce**
National school of Commerce and Management- Morocco - June 2007
- **Bachelor of Commerce - Business Administration minor in International Commerce**
Advanced School of Business-Tunisia - June 2005
- **Baccalaureate Degree - Experimental Sciences**
Chouaib Doukkali High School- Morocco - June 2000

EXPERIENCE

Utah International Services **Since 2013**
Owner & CEO

- Translation & Interpreting Services

Utah State Courts **Jul 2011 to Present**
Certified Arabic & French Court Interpreter----- Salt Lake City.

- Consecutive interpretation
- Simultaneous interpretation
- Sight translation
- Providing a verbal summary
- Providing a typed summary
- Transcription
- Translation
- Summarization
- Validation of information

Linguistica International **Jul 2008 to Present**
Medical Approved Arabic/French interpreter----- Salt Lake city.

- Medical consecutive interpretation
- Medical simultaneous interpretation
- Medical sight translation
- Providing a verbal summary
- Translation

InterContinental Hotels Group (IHG) **Jul 2008 to Dec 2012**
Reservations Agent----- Salt lake city.

- Answering both English & French calls coming into the International Reservation Center in a professional manner.
- Serving the guests with professionalism and enthusiasm.
- Booking the perfect hotels for customers.
- Managing issues brought up by guests with patience.
- Working on projects as assigned by the team managers.
- Always looking for ways on how to improve the services given to guests.
- Developing new strategies to increase reservations and provide perfect service.

Convergys **Jan 2008 to Jun 2008**
Customer service representative----- Salt Lake city.

- Provide excellent customer service to nationwide customers.

Saval Bois Company **Feb 2007 to Jun 2007**
Marketing Assistant

- Assist Management in assigned tasks.
- Provide incident management to clientele.
- Provide quality solutions to nationwide customers.
- Consult clientele on trading techniques, and strategies.

Audit/Accounts Assistant **Mar 2006 to August 2006**
Cherifien office of phosphates ----- Casablanca, Morocco.

- Bookkeeping, Preparation of trial balances to final accounts, Audit financial books, Calculating dividends for companies, Reconciliation for petty cash, bank statements and cashbooks, Making of Tax returns, Handling other clerical duties

PROFILE OF SKILLS

- Good administrative skills
- Effective communication skills
- Good analytical and intellectual abilities
- Self Motivated and desire to succeed
- Good leadership qualities and team management abilities.

EXTRA CURRICULUM ACTIVITIES

- Presenter at the ATA 59th Conference in New Orleans LA –American Translators Association 2018
- Presenter at the NAJIT 39th Conference in San Francisco –National Association of Judiciary Interpreters and Translators 2018
- Presenter at the ATA 57th Conference in DC –American Translators Association 2017
- Presenter at the ATA 56th Conference Miami –American Translators Association
- Presenter at the NAJIT 36th Conference in Atlanta –National Association of Judiciary Interpreters and Translators 2015
- Presenter at the ATA 56th Conference in Miami –American Translators Association 2015
- French simultaneous conference interpreter for Younique convention 2018 through Exact Communication Company.
- French simultaneous conference interpreter for Melaleuca convention 2017
- Voting member at the *American Translators Association – ATA*
- *Board Member, Language Access Committee, The Judicial Council, 2015—Present*
- Member of the *National Association of Judiciary Interpreters and Translators – NAJIT*
- Member of the *Utah Translators & Interpreters Association – UTIA*
- Language screener for the Special Olympics World Games LA 2015
- Member of the executive committee of the Utah Morocco Alliance
- Volunteer for Services of the city of Salt Lake City
- Soccer coach License E & D
- Soccer Referee Grade 7

ADDITIONAL QUALIFICATIONS

- Hard Working
- Dependable
- Honest
- Self-motivated
- Willing to Learn
- Fluent in French
- Fluent in Arabic
- Fluent in North African dialects