





Mahmoud - Arjin Zarin

Date of birth: 20/09/1987

Gender: Male

CONTACT

 Rizou 5,
104 34 Athens, Greece

 arjin.zarin1987@gmail.com

 (+30) 6940145544

LinkedIn: [linkedin.com/in/
Zarin-Arjin](https://www.linkedin.com/in/Zarin-Arjin)

ABOUT ME

A multilingual community interpreter with almost three years of experience with the Metadrasi NGO and Cooperative ITC. Self-motivated and passionate about facilitating productive cross-cultural relationships. Created extensive informational material and proposals to help colleagues understand and develop cultural sensitivity. Looking for an opportunity to secure a multilingual Interpreter/ cultural mediation position with a reputable firm in which to enhance my career and help the company meet its goals.

WORK EXPERIENCE

01/02/2022 – CURRENT – Athens , Greece

Training and Development Coordinator

Refugee JumpStart Organization

Identify training and workshops with clear learning objectives and submit monthly reports on training participation.

Identify and coordinate instructors/trainers/facilitators from among volunteers, refugees, or professionals in the field to lead the training.

Coordinate with NGOs to identify a process to register/track RJS clients to their training programs.

Develop a registration and tracking system to measure client participation and completions.

Assist instructors and facilitate weekly support group meetings for clients to build relationships.

Promote upcoming training through drafting articles for the Client newsletter.

08/2021 – 12/2021 – Leros Island, Greece

Sorani and Farsi Interpreter

Cooperative ITC

Conducted community outreach activities and performed qualitative and detailed interviews.

Translating text, announcements, SMS including legal documents, website content, and reports.

Upholding strict confidentiality policy when translating and interpreting interviews.

Providing interpretation and transcription services as needed by the different actors such as Clinic, Police, psychosocial and legal department in the RIC.

Provide review and verification of translation work as required, including materials created by third-party translation services.

11/2019 – 07/2021 – Chios, Greece

Farsi and Sorani Interpreter

Metadrasi

Providing interpretation and translation services from English to Farsi, Dari, and Sorani in cooperation with UNHCR.

Adapting language skills accordingly to the context of the sessions conducted (Information provision for new arrivals, information provision for CBI activities, information provision for community-based and SGBV activities).

Assigned to several missions related to the relocation scheme for UAC.

09/2016 – 01/2019 – Mahabad, Iran

CEO

Navid Taxi Service Agency

Oversaw the daily operations of daily activities, workload, and personnel in the course of operation.

Supervised and coordinated daily operations and logistics of the agency.

Quality monitoring of staff and ensuring standards were upheld throughout the agency.

Ensured all legal requirements for road haulage were met.

Managed and organized a team of over fourteen employees.

09/2012 – 09/2014 – Salmas, Iran

Primary school teacher

Ministry of Education

Assigned to five different classes with five different levels.

Creating, adapting, and developing engaging and creative lesson plans for all different ages and levels.

Designing flashcards, handouts, and worksheets for students to complete in class.

Writing up student evaluations, class reports, and feedback for students individually and as a group.

LANGUAGE SKILLS

MOTHER TONGUE(S): Kurdish(Sorani) | Persian(Farsi)

OTHER LANGUAGE(S):

English

Listening C1	Reading C1	Spoken production C1	Spoken interaction C1	Writing C1
------------------------	----------------------	--------------------------------	---------------------------------	----------------------

Dari

Listening B2	Reading C2	Spoken production B2	Spoken interaction B2	Writing C2
------------------------	----------------------	--------------------------------	---------------------------------	----------------------

Greek (Currently learning)

Listening A1	Reading A1	Spoken production A1	Spoken interaction A1	Writing A1
------------------------	----------------------	--------------------------------	---------------------------------	----------------------

EDUCATION AND TRAINING

10/2020 – 20/05/2022 – Greece

Master of Business Administration

Webster University

<https://www.webster.edu>

10/2016 – Mahabad, Iran

Master of Public Management- Financial Public Management

Islamic Azad University

07/2011 – Bukan, Iran

Bachelor of Business Management

Payame Noor University

11/2019 – 2019 – Athens, Greece

CEF C1

PTE

<https://pte.edu.gr>

03/2021 – Athens

Sexual Violence Prevention for Graduate

Webster University

<https://www.webster.edu>

DIGITAL SKILLS

Microsoft Office / Microsoft Word / Microsoft Excel / Social Media / Zoom / Microsoft Powerpoint / Google (Google Meet, Google Docs, Google Classroom, Google Forms, Google Drive, Google Slide) / Canva Editor / Constant Contact / Project Management software