

Muhammad Hamza

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Expertise

- *Rich experience in working the field of languages, as curriculum, multiple languages test developer*
- *Rich experience in interpretation, translation, and transcribe recorded sources*
- *Rich experience in socio-political background of the South East Asian region*
- *Successfully produced newsletters and a wide range of advocacy resource materials*

Professional Experience

Freelance Translator/Interpreter, 1990-Current

- Provided interpretation services for Finnegan, Henderson, Farabow, Garrett & Dunner, L.L.P, and Comprehensive Language Center, Inc. as well as their client in Arlington Asylum office
- Provided translations from English to Urdu and from Urdu, Punjabi to English for monthly newsletters "Slogan" and "Sada-e-Adam" from 1990 to 2000.

Administrative Assistant, Human Rights First, October 2014-July 2018

- Coordinate meetings, trainings, and relevant events, including scheduling, compiling agendas, materials.
- Conduct research, as assigned.
- Assist with maintenance and reporting of relevant statistics and facts, including foundation reporting and other communications.
- Provided interpretation services to the clients

Translator, Fairfax County Public Schools – March 2014-October 2014

- As an Urdu Translator, develop the office memos, program charts and official documents for students and their parents.

Assessment Object Developer/Content Object Selector, National Foreign Language Center, University of Maryland, June 2013-2015

- As a COS, the basic responsibility is to collect authentic passages in the native Languages, (Urdu) and (Punjabi) from different media sources like Internet, Radio and TV. The objective of the work is to develop courses material for the language tests.
- As an AOD, the responsibility is to develop Assessment Objects, and create examination tests for the candidates taking the language courses.
- Developed the language courses according to the different proficiency levels of Interagency Language Roundtable (ILR) in listening and reading.

Language Expert, AVANT Assessment; January 2011 to December 2011

- As a TLE, the basic responsibility was to collect authentic passages in the native language (Urdu) from sources like the Internet, newspapers, radio, and TV. The purpose of the passages is to create language tests.
- To determine that how difficult the language in the passages is, and put in different level of categories based on their Purpose, Vocabulary, Sentence Structure, Text Structure and topics.
- The purpose of the program is to prepare Urdu passages for the students taking Urdu language classes.

Additional Skills

Proficient in written and spoken English, Urdu, and Punjabi
Proficient in Microsoft Office, Web Design, Urdu typing, and internet research