

# **BASMA ABDULMASEH**

**bashasso@gmail.com**

## **OBJECTIVE:**

To professionally support the goals and objectives of my employer by the effective and efficient use of my administrative, language and computer skills.

## **QUALIFICATIONS:**

Over fourteen years of office experience in an international, multicultural environment performing organized, independent secretarial and administrative functions including data entry, records and database maintenance, preparation of correspondence and other required services.

## **EDUCATION:**

Associate's Degree, Computer Science, Institute of Technology, Kirkuk, Iraq

## **LANGUAGE SKILLS:**

Arabic (mother tongue; read, written and spoken fluently)  
English (read, written and spoken fluently)

## **COMPUTER SKILLS:** (including courses completed)

Microsoft Office XP, Adobe PhotoShop CS2, Adobe Acrobat Writer

## **EXPERIENCE:**

Center for torture and trauma survivor, DeKalb County Board of health,  
Atlanta, GA, USA (12/08 – till now) (One year Contract) - (404 – 297 – 7159)

Database Manager

Inlingua, Atlanta, GA, USA (9 & 10/2008) ( Two weeks) - (404 - 266 – 2661)

Teaching Arabic

National High School, Atlanta, GA, USA (6/2008 – 9/2008) – (770 - 368 – 8877)

Admissions Executive – Gulf Region

Aegis Mission Essential Personnel, Columbus, OH, USA (3/2008)

Independent Contractor, Role Player/Translator (614 - 750 – 0215)

ALTA Language Services, INC, Atlanta, GA, USA (2/2008) ( one week) –

Translator (404 - 920 – 3800)

Oak Grove Technologies, North Carolina, USA (2/2008) (10 Days)

Independent Contractor, Role Player/Translator

Italian Consortium of Solidarity (ICS), Iraq (8/2004 - 7/2006)

Office Administrator

United Nations Security Coordination Office for Iraq, Jordan (4/2004 - 6/2004)

Administrative Assistant

Japanese Embassy, Iraq (3/2004 – 4/2004)

Administrative Assistant

United Nations Office of Humanitarian Coordinator, Iraq (1/2000 – 12/2003)

Data Entry Clerk/Administrative Assistant