

Saed Bannoura

1430 SW 12th Ave. #806
Portland, OR 97201

503-891-1871
bannsaed@yahoo.com

ADMINISTRATIVE/PERSONNEL (5 years)

- Personnel Affairs including scheduling, training, and regulating 1200 casino floor employees
- Greeting clients, registering new members and maintaining database
- Managing office; including multi-line phone, filing and handling of client information
- Soliciting donations by phone from existing and lapsed supporters

COMPUTER TECHNICIAN (5 years)

- Administered Local Area Network of 20 households
- Maintained server, router and firewalls, including server installations
- Performed regular installations and maintenance of hardware and software
- Designed web sites, including installation and uploads

JOURNALIST (5 Years)

- Reporter, producer and anchor with syndicated daily news program
- Audio voicer and editor, using both studio equipment and audio software
- Editor-in-chief of online news site, responsible for administering work of twelve reporters

EDUCATION

B.A. English Language/Translation	Bethlehem University	1996
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POST SECONDARY COURSEWORK

Two German Courses	International Center of Bethlehem	2005
Graphic Design Certificate	Bethlehem University	2003
Database Computer Certificate	Bethlehem University	2000

HISTORY

Translator/Interpreter	Telelanguage	11/07 – present
Translator/Editor/ QA Testing	Glyph Language Services	
Outreach Coordinator	Friends of Sabeel – North America	7/07 – 11/07
Reporter	Free Speech Radio News	03/06 – 01/08
Editor-in-Chief	International Middle East Media Center	11/03 – 7/07
LAN Administrator	Bannoura Networks	12/02 – 10/03
Translator/Editor	Peacelines	12/00 – 12/02
Personnel Administrator	Oasis Casino Hotel Resort	1/00 – 10/00
Administrative Assistant	YMCA Rehab. Program	1/98 – 1/00
Archivist	Beit Sahour Municipality-Engineering Dept.	1/97 – 1/98