

GHINWA MAIA

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Experienced news editor, journalist, and public relations executive with a history in the media production sector. Proficient in reporting and Arabic/English translation. I enjoy effective communication skills and confident presentation abilities. I arranged and conducted interviews with ambassadors and government representatives from different nations. For more than 6 years, I worked as a translator, translating TV shows, interviews, and news articles from English into Arabic. I am now a translator at INDEX Media in Dubai, as well as a part of the PR and operations teams at the company. I graduated from Damascus University with a BA in English Literature (4 years), as well as diplomas in International Affairs and Diplomacy from the Syrian International Academy in Damascus, and Development Journalism from the Indian Institute of Mass Communication in New Delhi.

## EXPERIENCE

**20 JANUARY 2022– PRESENT**

**Translator**, INDEX MEDIAS

My main responsibilities include translating texts of any kind from English to Arabic and vice versa (from documents and videos at the biggest conferences to social media posts, branding, and product ingredients). I translated all written and visual materials for events like the Waterfalls-Cyber Security Summit - 2022, and the Global Population Summit – 2022, both held in New York City in collaboration with the Greater New York Dental Meeting, the WATERFALLS Global Initiatives, and the International Congress for Health Specialties – ICHS, as well as on those of the Dubai International Humanitarian Aid and Development - DIHAD, and other events held in Dubai and Abu Dhabi in 2022 and ongoing preparations for the same events that will be held in 2023, such as AEEDC, DUPHAT, Dubai Derma, IHF, NSCF, and others.

**16 AUGUST 2016 – 25 NOVEMBER 2021**

**Journalist and News Editor**, Syrian Arab News Agency (SANA)

Coordinate, arrange, and conduct interviews with ambassadors, heads of foreign missions, and official delegations visiting Syria. Report news of the Syrian Ministry of Foreign Affairs. Cover political conferences and economic forums. Covered the Damascus International Fair in three editions, The International Conference on Return of Syrian Refugees, Damascus, in three editions. Also covered the Sochi conference on Syria, in 2018.

**16 AUGUST 2016 – NOVEMBER 2019**

**Journalist and Reporter**, Syrian Arab News Agency (SANA)

Along with my responsibilities for covering News of Embassies, conferences, and News of the Ministry of Foreign Affairs in Syria, I also reported News of the Ministries of Oil and Mineral Resources, Communication and Technology, and Water Resources.

**1 JANUARY 2011 –16 AUGUST 2016**

**Translator, News Editor, and Interpreter**, Syrian Arab News Agency (SANA)

I was a Translator and News Editor at the Monitoring Division, where I listened to English speaking TV and radio programs, then translated and converted them into Arabic news stories. Items that I translated covered a variety of topics. They included- but were not limited to; political, cultural, economic, and social topics.

## **APRIL 2015 – DECEMBER 2018**

### **Conference/Activities Host, Ashtar’s Descendants Foundation - SYRIA**

I hosted and co-hosted most of the Film Club activities and events made by the foundation, which I was a co-founder and ensured those events were brought into the public domain.

## **1 APRIL 2017 –1 MAY 2017**

### **Freelance Translator, The General Cinema Corporation - SYRIA**

Translated the award-winning short narrative Syrian film “On the Roof of Damascus” (Subtitles).

## **1 JANUARY 2017 –1 FEBRUARY 2017**

Translated the Syrian documentary “Jasmine” (Subtitles).

## **AUGUST 2009 – JANUARY 2011**

### **Secretary, Public Relations, And Marketing Executive, La Perla Clinics - DAMASCUS**

Conducted promotional activities and distributed needed information about services the company offered, facilitated communications within the office and interactions with customers.

## **EDUCATION**

April 2020az

**Diploma in Development Journalism, The Indian Institute of Mass Communication (IIMC) – New Delhi**

June 2019

**Diploma in International Relations and Diplomacy, Syrian International Academy/The London Academy – Damascus**

October 2008

**BA in English Literature, Damascus University**

## **SKILLS**

- Strong in verbal and written communication (in Arabic and English)
- Ability to deal with diverse cultures
- Ability to work under pressure
- Time Management
- Confident

## **CERTIFICATES**

- Television Field Production and Reporting - Media Training Center (2021)
- Contemporary Issues Relating to International Humanitarian Law - International Committee of the Red Cross ICRC (2018)
- Making Documentaries - Media Training Center, Damascus (2014)
- Producing and Presenting Radio Programs in Arabic - Media Training Center, Damascus (2010)
- Art of Reciting and Speech in Arabic - Media Training Center, Damascus (2010)