



Mitra Saffari

Address: Pasteur Institute of Iran, Pasteur Ave., Tehran 13169, Iran

Tel. & Fax: (+98-21) 64112820

E-mail: mitrasaffari2015@gmail.com

Education

[1992–1996] B.S. English Translation

[2014 – 2017] M. A. English Translation

Work Experience

2018 – present Technical Editor (Iranian Journal of Physiology and Pharmacology, No. 15, Majd Alley, North Kargar St., Tehran, Iran)

2005 – present Executive Manager (IBJ, Pasteur Institute of Iran, Tehran, Iran)

2000 – 2004 Editor Assistant (IBJ, Pasteur Institute of Iran, Tehran, Iran)

1998 – 2000 Translator (Tadbir Nezam Gostar Co., Tehran, Iran)

Publications

Editing:

Editing and proof reading of more than 100 papers in different academic fields.

Typesetting:

Book: How to Write and Publish a Scientific Paper by: Dr. Mohsen Abolhassani

Translations:

Article: How we can increase our metabolism? Published in: Ettelaat Newspaper 1999.

Article: Cardiovascular Disease in Women Published in: Ettelaat Newspaper 1998.

Book: ISO 9001 Standards in 2000 Written by: Bahram-E-Jelodari

Skills

English Translation: Capability in translation from English to Persian and Vice Versa

Editing: Capability in editing English and Persian texts

Others: Capability to work with different software, including Excel, Access, PowerPoint, Photoshop, Corel Draw, Front Page, MS-Word, File Zila, XML provider