



Mitra Saffari

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Education

[1992–1996] B.S. English Translation

[2007 – 2009] M. A. English Translation

Work Experience

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 Excell, Access, PowerPoint, Photoshop, Corel Draw, Snal Chart, Front Page, MS-Word, File Zila, XML provider