

Arman A. Salmasi

(C) 240-446-2574 • armansalmasi@gmail.com • <https://www.linkedin.com/in/armansalmasi>

EDUCATION

FLORIDA STATE UNIVERSITY

Graduate Certificate, U.S. National Intelligence Studies

Tallahassee, FL
August 2024 (expected)

THE GEORGE WASHINGTON UNIVERSITY (GWU)

Bachelor of Arts, Economics

Washington, D.C.
May 2019

EXPERIENCE

ITALKI.COM

Major East-Asian company and language learning website

Hong Kong, China

Language Instructor (Remote)

2021 to 2022

- Helped over 25 students improve their English using an online language learning website, ensuring their understanding in a fun and supportive manner
- Received a Teaching English as a Foreign Language (TEFL) certificate, which included completing a college-level course and required a teaching component to successfully obtain

MILLER & LONG CO.

Concrete construction subcontracting company in the Mid-Atlantic

Bethesda, MD

Assistant Manager – Project Management

2020 to 2021

- Streamlined document control processes, improving information accessibility and saving time
- Utilized CAD software tools to construct 3D models from engineering blueprints, enabling efficient construction engineering practices

Financial Services Intern – Corporate Finance

Summer 2018

- Managed financial records for multiple projects, establishing accurate and up-to-date balance sheets
- Allowed efficient C-suite decision-making through meticulous and accurate data entry

VOLUNTEERING AND LEADERSHIP

Department of Justice, Executive Office for Immigration Review

Federal Immigration Court Interpreter

Annandale, VA

2023 to 2024

- Selected for a competitive Department of Justice-affiliated program as an interpreter and contractor, assisting non-English speaking immigrants in presenting their asylum cases to judges
- Demonstrated exceptional language skills and adaptability by passing a rigorous foreign language exam, showcasing proficiency in simultaneous, consecutive, and sight interpretation
- Proved to be an asset in high-pressure situations, highlighting potential contributions in any work environment

THE GEORGE WASHINGTON UNIVERSITY (GWU)

Club Secretary - Japan Karate Association

Washington, D.C.

2018 to 2019

- Applied rules and regulations set by The George Washington University to book practice spaces for Martial Arts meetings, enhancing the number of practice days significantly
- Organized student names, graduation years, and all other information onto a database, coordinating with my faculty advisor effectively

ADDITIONAL INFORMATION

- **Polyglot:** Bilingual in English and Persian, full professional proficiency in French and Turkish, professional working proficiency in Spanish and Italian, limited working proficiency in Portuguese, elementary proficiency in German, Serbo-Croatian, and Romanian
- **Model U.N.:** Former Vice Chair of the Model Organization of American States' international affairs conference in Washington, D.C. and debated in both The Hague as well as Genoa, Italy
- **Technical Skills** Microsoft Office Suite (PowerPoint, Word, Excel, Outlook, Microsoft Teams, OneDrive), Adobe InDesign, Bluebeam Revu, Power BI, STATA, R
- **edX:** Completed an online course titled U.S. Public Policy: Social, Economic, and Foreign Policies by Harvard University on edX