



DAYANA ISKANDER

ENGLISH TRANSLATOR

PERSONAL PROFILE

Experienced in writing, translating and editing analytical reports, project documentation, texts for publication. Conversant with legal and humanitarian terminologies. Proficient with MS Office, Google Drive, Graphics (Photoshop, Illustrator), Kobo Collect.

WORK EXPERIENCE

JUNIOR DATA MANAGER

The Right to Protection Charity Fund

- Prepared regular analytical reports (in English) on the entry-exit checkpoints (EECP) monitoring, conducted by the "Right to Protection" in Donetsk and Luhansk Oblasts
- Translated the reports to Ukrainian
- Processed and analysed the data collected by monitors (using Kobo Collect and Excel)
- Updated questionnaires and methodologies
- Conducted trainings and supervised monitors to ensure the quality of data

SENIOR HOTLINE ADMINISTRATOR

Dopomoha Dnipro Charity Fund

- Helped launch the hotline (including preparation of the Project Partnership Agreement, budgeting, etc.)
- Provided phone consultations to the beneficiaries about UNHCR activities
- Prepared regular reports on hotline performance
- Conducted trainings for hotline operators on UNHCR Code of Conduct, other procedures and policies
- Monitored media and legislative initiatives related to internally displaced persons

HOTLINE OPERATOR

The Right to Protection Charity Fund

- Provided phone consultations about UNHCR activities
- Prepared regular reports on the hotline performance (in English)
- Assisted Protection Coordinator with translations

HOTLINE OPERATOR

The Right to Protection

- Assisted in preparation and implementation of Winterization Programme for internally displaced persons in Dnipropetrovsk and Zaporizhzhia Oblasts
- Provided regular project status reports Assisted Protection Officer in his duties
- Monitored media and legislative initiatives regarding internally displaced persons
- Prepared presentations and briefings
- Provided written and oral translations

GET IN CONTACT

Mobile: +38097-618-07-83
iskander.dayana@gmail.com

EDUCATION HISTORY

VASYL' STUS DONETSK NATIONAL UNIVERSITY IN VINNYTSIA

Bachelor of Law, 2019

LANGUAGES

- English (Advanced)
- Ukrainian (Native)
- Russian (Native)