

NAJIBULLAH SAFI

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Professional Summary

Technology professional with a proven track record in implementing and optimizing technology solutions. Known for collaborative skills and reliable performance in dynamic environments. Skilled in system integration, troubleshooting, and team collaboration.

Skills

- Microsoft Office
- GitHub, Git
- HTML5, CSS, JavaScript
- SQL, Java
- Help Desk Operations
- WordPress, Squarespace, etc.

Experience

Academic Technology Specialist II

Emory University, School of Medicine

05/2023 – Current

- Analyzed, designed, and implemented advanced technologies to support teaching and learning across divisional and school-wide initiatives.
- Consulted with faculty to enhance systems and provide secure, robust educational technology infrastructure.
- Addressed system administration, software upgrades, hardware deployments, and preventative maintenance to ensure high availability and up-to-date standards.
- Collaborated effectively with faculty and team members to ensure seamless project execution.
- Developed user guidelines, operating procedures, and training sessions for faculty, staff, and students, showcasing attention to detail.
- Researched and recommended technologies to improve service efficiency and meet institutional goals.
- Built and maintained the SOM website using Cascade CMS, HTML, CSS, JavaScript, and SharePoint Site Builder, ensuring a seamless and responsive user experience.

Pashto Interpreter

Center for Victims of Torture

06/2022 – Current

- Assisted incoming Afghan CVT client appointments, including in-clinic, over video, and phone calls, in collaboration with the therapist/provider.
- Coordinated with the team for appointment reminder calls with clients and scheduling transportation for appointments.
- Provided language interpretation using multilingual skills with mental health issues; discussed and addressed mental health topics with clients—and vice versa.
- Demonstrated problem-solving skills to address client needs and ensure effective communication.
- Ensured smooth communication by employing critical thinking in interpreting sensitive discussions.

Team Lead

Emory University, Building, and Residential Services

01/2022 – 05/2023

- Delivered customer service to Emory faculty and staff seeking residential and office assistance.
- Oversaw and maintained the beautification of Emory buildings.
- Tracked, managed, and supported supplies needed to complete daily responsibilities.

- Led an eighteen-person team, providing guidance, fostering teamwork, and ensuring task completion.
- Addressed challenges with creative thinking and streamlined processes for team efficiency.

Interpreter
U.S. Army

12/2018 – 12/2020

- Spearheaded the translation of critical intelligence from the Afghan army that informed key U.S. military decisions.
- Created daily intel presentations for senior U.S. military officials that determined strategies for engaging enemy combatants.
- Designed training sessions for new interpreters and supervised the creation and execution of intel presentations.
- Utilized time management to ensure timely and accurate translation and presentation delivery.
- Collaborated with military officials, emphasizing teamwork in high-stakes environments.

Army Liaison Officer
Afghan Army

12/2018 – 12/2020

- Managed/led a team of six army officials responsible for creating presentations that advised U.S. military officials.
- Facilitated, coordinated, and translated meetings between U.S. Army officials and Afghan military leaders.
- Provided historical context and on-the-ground advice to senior U.S. military officials (Generals, Colonels, etc.).
- Leveraged communication skills to bridge gaps between U.S. and Afghan military leaders.

Education

- **Diploma:** Military Studies and Defense Management 12/2018
Uttrakhand Technical University | Graduated with Honors
- **Bachelor of Business Administration:** Accounting 06/2017
Pesgham University | GPA: 3.6

Certifications & Continuing Education

- Generations USA, Junior Web Developer Certificate Program, 2022
- International Business Management Institute (Berlin, Germany), Essential Management Skills Certificate, 2022
- Armored Corps Centre and School of Armored Warfare, Young Officers Course (Armour), 2021
- Indian Military Academy, Pre-Commission Training (Infantry Platoon Command), 2018
- M-Tech Institute of Information Technology and Management, Information Technology Course Certificate, 2

Community Service & Volunteer Work

- Assisted in vaccinating 2400+ homes in Kabul to gather polio vaccine eligibility data.
- Provided the Team Supervisor, with training and equipping team leaders with schedules and charts to ensure smooth polio vaccine benefits.

Languages

- English (Fluent) | Pashto (Fluent) | Persian (Fluent) | Dari (Fluent)

References

Jess Bowling | jbow@emory.edu | 404-712-8824 | 404-888-5326 | Emory University (SOMITS-CS)