**Simon Simao-Maya**

**136 Metcalfe Court**

**West Parkside**

**SE10 0EL**

**Mob: 07952 630023**

**Email: simon.maya@yahoo.co.uk**

**Enthusiastic person and hard working. I enjoy roles involving communication and listening to others. I perform very well in information management tasks and can manage others effectively. I have very good knowledge and understanding of Information Technology tools, including presentation software and web publishing. I am an ambitious person, keen to earn and share my experiences with other people, capable to deal with situations, able to lead and easy to work with.**

**CAREER HISTORY**

**Freelance Language interpreter and translator** 2007 - Present

Provision of consecutive and telephone interpreting and translation services in Lingala, French and Portuguese for local authorities and various private sectors.

Expert in Lingala – English translations of documents, application forms, brochures and leaflets.

Legal and Social matters including Child Protection Plans and more.

**Cannons Group**

Jubilee sports centre 1999 - 2002

**Tasks and duties**

PR Officer

Duty manager

Customer service team leader

Facilities and activities supervision

Work experience training and planning

Paddington recreation ground 2002 - 2004

**Tasks and duties**

Sales

Duty manager

Staff training and planning

Customer service team leader

Facilities and activities supervision

Health & Safety and Quality System rep

**EDUCATION AND QUALIFICATIONS**

**CONEL, Enfield Centre**

Functional Skills Level 1&2 English 2017 - 2019

**London Metropolitan University**

Open Language Program Advanced French 4 2009 - 2011

**The Creative Minds**

A1 NVQ Level 3 Assessing qualifications: ITQ and Customer service 2007 – 2008

**College of North West London- Faculty of Languages**
Community Interpreting level 3 Portuguese – English 2006 – 2007

**Scheidegger Training Institute - ACP**
Higher Qualification in Information Technology 1998 - 2000

Human and Computer Interaction 1998 - 2000

**OTHER TRAINING**

**Dell Training and Certification**
MS FrontPage 2000 Proficient User 2007

**Hackney Business Venture/University of East London**
New Entrepreneurs Programme 2004 - 2005

Marketing and Business Strategies 2004 – 2005

**ADDITIONAL INFORMATION**

I have worked for a whole term as Year 4 French Support Teacher at Hillyfield Academy, East London in 2010/11. I am fluent in Lingala, French, Portuguese and English. I invest a significant amount of time on general research. I have passion for reading, notably on religion, the nature and positive mind.

I generally enjoy watching television, working out in the gym, swimming and exploring new tasks. I love the nature, the social and family life.