

CYNTHIA WANJIRU



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OBJECTIVE

To offer the best service to my clients regardless of age, gender or race. I have demonstrated success in various settings providing range of document and text translation services. I am well versed in producing accurate documents for use in business, general conversation, medical, education, gaming, recipes, healthcare and cultural application to mention but a few.

EDUCATION

Moi University

Bachelor of Arts Linguistics

EXPERIENCE

Freelance Translator |

May 2015 - To Present

Translate documents in English- Swahili and English- Kikuyu language pairs.

Maintain message content, tone and emotion as closely as possible.

Attend virtual and in-person training programs to improve professional knowledge and skills.

Perform duties in accordance with all applicable standards, policies and regulatory guidelines to promote safe working environment.

Communicate effectively with clients to establish scope and requirements of translation, following up after submission of work to confirm satisfaction and understanding.

Compile information, such as general conversation, medical, recipes, education and gaming terms used in their various settings, into glossaries and terminology databases.

Use translation memory software, including MS office, Memoq, Cafe Trans Espresso, Word Bee, Matecat, Studio Trados and Memsource to verify consistency of translation within documents and improve efficiency.

Maintain knowledge of developments in Swahili and Kikuyu languages to effectively update existing translations to meet contemporary trends in communication.

Apply cultural understanding to discern specific meanings beyond literal written words.

Listen to non- English video dialogue and developed translation into target language to prepare subtitle scripts.

Review final works to spot and correct errors in punctuation, grammar and translation.

Consult specialized dictionaries, thesauruses and reference books to identify closest equivalents for nuanced terminology, words and phrases.

Major projects I have worked on include:

English- Swahili language pair

Review of translated text to check for correctness, consistency, accuracy and clarity of terminology and phrases for the SDDirect project by CLEAR Global (formerly Translators Without Borders).

Translation of the project 'Compendium of promising/emerging practices and case studies emerging from refugee settings in EHAGL region' offered by Badian Consult

Review of Kenya Survey documents for the Population Council of Kenya offered by Translators Without Borders.

English- Kikuyu language pair

Transcription of a Kikuyu video and later translating it to English for Humanitarian aid offered by Translators Without Borders.

Translation of text from Kenya Population Council about violence against children. This information was used in 2019 during the pre-census population survey.

Transcription of Kikuyu Audio and translating the transcript to English about the plight of the Mau Mau veterans.

Translation, review, back translation and validation of KENPHIA survey tools

Translation of a teacher's guide for the new education curriculum in Kenya.

Election monitoring by Ushahidi – translating texts sent by electorates in the kikuyu language.

Translators Without Borders-Kenya

Position: Translator (March 2013- April 2015)

Replicate flow, style and overall meaning of original texts to the translated files.

Confer with subject matter experts and other colleagues to establish precise understanding of specialized concepts.

Consult specialized dictionaries, thesauruses and reference books to identify closest equivalents for troublesome terminology, words and phrases.

Review final works to spot and correct errors in punctuation, grammar and translation.

Apply cultural understanding to discern specific meanings beyond literal written words.

Translate documents in English-Swahili and English-Kikuyu.

Maintain message content, tone and emotion as closely as possible.

Attend training programs to improve professional knowledge and interpretation skills.

SKILLS & ABILITIES

- ☐ Reading and comprehension
- ☐ Proofreading skills
- ☐ Customer service
- ☐ Software proficiency
- ☐ Good listening skills
- ☐ Organization and time management skills
- ☐ Teamwork
- ☐ Computer proficiency

CERTIFICATION AND CAREER HIGHLIGHTS

Translation Project Management Certificate – May 2015

Participated in a simulation workshop to prepare survey questionnaires and ensure they are ready to be rolled out to the field. I was working on English to Kikuyu language pair – February 2018

LANGUAGES

English – Professional working fluency

Swahili – Native fluency

Kikuyu – Native fluency

REFERENCES

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