**Samuel Musindi**

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|  | **M a i l :** *P.O Bo x 06 Kib ungo* |  | ***D a i l y o u t p u t*** *:*± 2, 1 0 0 wo r ds | |  |
|  |  |  |
|  | **C e l l :** *+250 7883581 31* |  | ***E x p e r i e n c e*** *: 8 y e a r s ( s i n c e 2 0 0 7 )* | |  |
|  | **E - m a i l :** *s a m u s i n d i @ g m a i l . c o m* |  | ***C A T t o o l s*** *:**W o r d f a s t*a n d*D é j à Vu* | |  |
|  | **Skype***: samuel.musindi1* |  | ***Subtitling software****:**Jubler,**AHD subtitles Maker* | |  |
|  | **Location***: Kigali, Rwanda (GMT+2)* |  | **Rate***: 0.06 USD/source word; 40 USD/hour (interpretation)* | |  |
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**PROFILE SUMMARY**

**Extensive experience in bilingual and multicultural settings:**

* Excellent linguistic and communicative competence in English, French and Kinyarwanda and Communication facilitation skills (Translation and Interpreting) in the above mentioned languages.
* Multi-skilled and talented translator and interpreter with a long experience in Kinyarwanda, English and French language combinations (spoken and written);
* Extensive experience in working in multicultural settings and diversified domains in translation;
* Quick learner, able to absorb new ideas and communicate clearly and effectively with people from different social and professional backgrounds;
* Excellent public speaker and talented spokesperson;
* Well mannered, fully aware of diversity and multicultural issues;
* Flexible in adapting to challenges and respectful to professional roles and boundaries;
* Critical analysis of and advising in language educational policies with focus on English Language Teaching;
* Research and reflective practices in Languages;
* Liaising between home institutions and local as well as international partners;

**EDUCATION**

**Mount Kenya University,** Kigali Campus Currently in Progress

*Master of Business Administration with a Specialization in Marketing*

**National University of Rwanda**, Butare January 2004 – December 2008

*Bachelor of Arts, English/Translation and Interpreting Studies*

**Saint Dominic Savio Junior Seminary,** Rwesero

*Advanced Certificate of Secondary Studies in Languages* September 1997- August 2002

**PROFESSIONAL EXPERIENCE**

As a ***Freelance Translator***, Rwanda, *2007 to present, m*ost important translation projects and clients include:

**Institute of Agriculture, technology and Education of Kibungo (INATEK)**

Name of project: Translation of Administrative procedures and bylaws; Translation of course

handouts

Project details: Translation of all administrative texts and course materials of the university which

were in French while according to the new policy they should be in English as the

new language of instruction and interaction in the educational sector in Rwanda.

Language pair: French →English

Volume of the project: ±700,000 words

**Kigali Genocide Memorial/Rwanda**

Name of project: Translation of Genocide Survivors’ Testimonies

Project Description: Translation of testimonies of the survivors of the genocide against the Tutsi in

Rwanda in 1994

Language pair: Kinyarwanda → English

Volume of the project: ± 60, 000 words

**Public Service Commission/Rwanda**

Name of project: Translation of Annual report

Project Description: Annual report including the evaluation of public services and servants, regulatory

texts and practices nationwide

Volume of the project: ± 15,000 words

**(Former) National University of Rwanda**

Name of project: Translation of administrative documents and correspondence

Project Description: Translation of the internal audit department documents including reports,

procedures and related correspondence texts

Volume of the project: ± 9,000 words

**Ministry of Trade and Industry & Ministry of Foreign Affairs/The Republic of Rwanda**

Name of project: Event coverage.

Project Description: Writing a report of a two-day conference of the ICGLR/BGR International Conference

on Mine Certification and Traceability and UN Due Diligence. The conference was

held in English, French and Kiswahili

Volume of the project: N/A

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As a ***Freelance Interpreter***, Rwanda, *2007 to present, m*ost important projects and clients include:

**African Union Human Rights Memorial (AUHRM)**

Name of project: African Union Human Rights Memorial project /workshop in Kigali

Project Description: Interpretation and facilitation of a two-day workshop held in French, English and Kinyarwanda

**Rwanda Initiative for Sustainable Development**

Name of project: Land conflict management in the great lakes region of Africa

Project Description: interpretation from French to English for two persons in a Burundi-DRC-Rwanda

conference on land issues in the region hosted by Rwanda Initiative for Sustainable

Development

**VIVO**

Name of project: Research on Genocide related PTSDs

Project Description: - Interpretation of interviews during a VIVO research on PTSDs in Genocide Survivors in

Rwanda

Interpretation of interviews during a VIVO research on PTSDs in genocide prisoners in

Rwanda

**LA CROIX DU SUD HOSPITAL/Kigali**

Name of project: Medical hearing interpretation

Project Description: Interpretation of patients’ hearing in doctors’ offices and in hospital offices when needed

Length of project: 18 months on call for need (between 2012 and 2014)

**MINISTRY OF HEALTH/THE REPUBLIC OF RWANDA**

Name of project: Translation of policies and processes

Project Description: Translation of doctors’ best practices, doctors’ promotion and development policies,

medical doctors’ training policy, medical facility management policy and medical staff –

patient relations policy

Length of project: + 120 K words

**BUTARE UNIVERSITY HOSPITAL**

**Name of project:** Interpreting of research interviews and translation of research report and internalprocedures on medical equipment handling and usage.

**Project Description:** Interpretation of research interviews on adult malnutrition and household sanitation

related diseases and later the translation of all texts relating to hospital’s medical

equipment handling and usage

Length of project: + 200 interviews and + 80 k words

**Japan International Cooperation Agency/Rwanda**

Name of project: Water Scheme in the Eastern Province of Rwanda

Project Description: Interpretation of u n s t r u c t u r e d interviews between the local population and JICA researchers and water experts

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**Handicap International-USAID/Rwanda**

Name of project: US Government funded project audit

Project Description: Interpretation of US Government audit sessions of the USG funded projects in Handicap

International in Rwanda.

**EMPLOYMENT HISTORY**

**Institute of Agriculture, Technology and Education of Kibungo (INATEK), Rwanda**

***Partnership and Public Relations Officer*** September 2012 to 2014;

* Plan, develop and implement PR strategies;
* Plan, write, design and act as a chief editor of INATEK Newsletter
* Prepare and supervise the production of publicity brochures, handouts, promotional materials and multimedia programs;
* Organize events including press conferences, exhibitions, open days and press tours;
* Maintain and update information on the Institution’s website;
* Organize and manage speaking and sponsorship opportunities;
* Foster community relations through events such as open days and through involvement in community initiatives.
* Use all forms of media and communication to build, maintain and manage the reputation of the Institute
* Monitor publicity and conduct research to find out the concerns and expectations of the Institute's stakeholders
* Liaise with colleagues, students and external parties and answer enquiries from media, individuals and other organizations after consultation with the top management of the Institute
* Research, prepare, write, edit and distribute press releases, publicity brochures, handouts, direct mail leaflets, promotional videos, photographs, films and multimedia programs, and newsletters
* Collate, analyze media coverage and arrange interviews with journalists
* Assist in preparing organizational documents such as annual reports, corporate profiles and submissions
* Write speeches, prepare visual aids and make public presentations
* Plan, develop and manage brand identity of the Institute
* Provide partnership outreach support to the Rector, monitor the execution of partners’ activities and Contribute to the success of partnerships
* Work with the Top management in developing partnership strategies, proposals and partnership agreements
* Update existing partnerships and relationships and participate in partner meetings, events, etc.
* Research potential partners and make proposals to the Rector for further negotiations and engagements

**Institute of Agriculture, Technology and Education of Kibungo (INATEK), Rwanda**

***Teacher at Center for Language Learning and Improvement*** March 2009 to September 2012

* Designing teaching modules;
* Designing and ensuring the efficient implementation of the Institution multilingual policy enabling faculty,

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| students, staff, and local community to learn and improve language skills; | 4 | P a g e |  |
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* Promoting language-oriented research projects, workshops and conferences;
* Ensuring the effective deployment of learning resources by faculty members within the Center;
* Contribute to departmental, faculty working groups or committees as requested;
* Participate in the development of learning materials, preparing schemes of work and maintaining records to monitor student progress, achievement and attendance;
* Evaluate and grade students' class work, assignments, and papers;
* Plan, evaluate, and revise curricula, course content, and course materials and methods of instruction;
* Collaborate with faculty to address teaching and research issues
* Supervise undergraduate teaching, internship, and research work;
* Provide assistance to students in academic writing

**LANGUAGES SPOKEN**

* Kinyarwanda (native);
* English, excellent oral and written communication and comprehension;
* French, excellent oral and written communication and comprehension;
* Kiswahili, good oral and written communication and comprehension

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**LANGUAGE COMBINATIONS**

* English-Kinyarwanda/Kinyarwanda-English
* French Kinyarwanda/Kinyarwanda-French

Professor Aimable Twagilimana

Buffalo State University, New York

Email: twagila@buffalostate.edu

Hon. Professor Laurent Nkusi

Senator/The Parliament of the Republic of Rwanda

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