

EMMANUEL S. NDULILA

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GENDER: Male
NATIONALITY: Tanzanian
DATE OF BIRTH: 06 Jan, 1979
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OBJECTIVE: Maximize my teaching skills, translation, editing, proofreading, research, and communication skills.

PROFILE: I am open-minded individual with flexible approaches to work enable accommodation of change. I'm able to work well with group or on own initiative and willing to take any responsibilities and assignments regardless of challenges. I'm self-reliant individual with the ability to pick up new ideas and concepts quickly. I enjoy learning new skills and methods of working. I take pride in producing excellent work and I accept criticism. I'm an organized individual who can work under pressure in a busy environment.

EDUCATION BACKGROUND

2012-2015: **Master of Arts in Linguistics**, University of Dar es Salaam, Tanzania: Dissertation Title: *Tanzanian EFL Teachers' Perceptions and Attitudes towards Communicative Language Teaching: A Case Study of Secondary School Teachers in Morogoro Municipality*

2005-2008: **Bachelor of Education in Arts degree**, University of Dar es Salaam, Tanzania.

2000-2002: **Advanced Certificate of Secondary Education**, Taqwa High School, Mwanza

1996-1999: **Certificate of Secondary Education**, Kahunda Secondary School, Mwanza - Tanzania.

EXPERIENCE/EMPLOYMENT

2016-To date:	Assistant Lecturer ; University of Dodoma (UDOM). <ul style="list-style-type: none">Lecturing and supervising students' seminars
2016- To date:	Dean of Students (DOS) ; Mineral Resources Institute of Dodoma. <ul style="list-style-type: none">Providing students guidance and counsellingRepresenting and presenting students' affairs to the Institute management meetings
2015- To date:	English Language Tutor ; Mineral Resources Institute of Dodoma <ul style="list-style-type: none">Teaching Communication Skills NTA level 4, 5 and 6 students;Preparing teaching manual, instructional materials, teaching and learning assessment.
2014-2015:	Part Time Swahili Trainer ; MS Training Center for Development Cooperation: Usa River Arusha-Tanzania: <ul style="list-style-type: none">Teaching Swahili to foreigners (speakers of other languages).
2009- 2011:	Deputy Head Master ; Simanjiro Secondary school under the Ministry of Education and Vocational Training:- <ul style="list-style-type: none">Handling duties responsible as a Deputy Headmaster;

	<ul style="list-style-type: none"> • Attending school board meetings, parents and students meetings.
2008-2009:	<p>Fulbright Foreign Language Teaching Assistant; Bluefield State College, W.V, United States of America: http://tanzania.usembassy.gov/pr_08212008.html</p> <ul style="list-style-type: none"> • Preparing teaching and learning materials: (lesson plans and syllabus); • Organizing study tours and projects, assessing students' learning progress and preparing academic reports.
2006-2008:	<p>Teaching Volunteer and Head of Language department; Breakthrough High School:</p> <ul style="list-style-type: none"> • Supervising and coordinating Language Department; • Designing and administering language study programs
2004-2005:	<p>English Language Teacher Trainee; Simanjiro Secondary School</p> <ul style="list-style-type: none"> • Teaching Form One – Form Four English Language Classes

MEMBERSHIP

2016- To date: **Board member** of the Mineral Resources Institute Advisory Board appointed by the Ministry of Energy and Minerals;

LANGUAGE:

- Kiswahili (Swahili)
- English; fluent ((iBT 98) TOEFL test score in 2010.

TRANSLATION EXPERIENCE

I work full-time as a freelance translator at my home office. I am a native speaker of Swahili but also fluent speaker of English language. My stay in the United States of America and my abundance of work, education, and cultural experiences has given me unique and complex insights into English language and speakers of English at large. These insights, I apply them to all my translation specialty areas. I am proud of having worked with some international translation agencies and NGOs and continue keeping this professional relationship. I am always busy with translations from not only agencies and NGOs but also from Tanzanian institutions and local mining companies. I am skilled in multiple subjects such as health care, education, sociology and culture the few to mention. My rates of translation differ from subject to subject. However, in most cases they range from 0.003 to 0.008 per word. For editing, I charge \$ 5 per page. These rates (charges), however, are negotiable.

OTHER SKILLS

- Advanced knowledge and skills on Microsoft office program: (Microsoft Word, Excel, Access, Publisher and PowerPoint presentation skills);
- Teaching, leadership and managerial skills;
- Proposal writing, report writing, translation, editing and proofreading.

INTERESTS:

During free times, I love cooking, watching movies, playing soccer, swimming, music and performance.

REFERREE

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| <ol style="list-style-type: none"> 1. Sudhakar R. Jamkhandi, Ph.D.
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 University of Dar es Salaam
 Course Instructor
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