

FREELANCE/OUTSOURCER RESUME

Dear Sir/Madam,

I am writing in response to your advertisement. I am very interested in working with you on the above project and I am confident that my skills match your desired output for the work in question.

I am available to work through-out the week including the weekends and will be flexible enough to accommodate tight deadlines if called upon.

I'm a multi skilled reliable and talented Translator and Tutor with a proven ability to translate written or audio visual documents from Swahili and French to English.

Hope to hear from you soon and for any other clarification on rate or quotes please contact me through my email or any other address as indicated in my resume.

I look forward to further communication on how best we can work together.

Please find more details below:

LANGUAGE HIGHLIGHTS:

ALL AFRICAN LANGUAGES

ENGLISH

FRENCH

SPANISH

SWAHILI

SOMALI

SHONA

YORUBA

OTJIHERERO

LENDU

PROFILE OVERVIEW

- Working as a freelance translator for different translation agencies providing translation, interpretation, subtitling, proofreading and data entry services when called upon.
- I lead a team of native linguists in all African Languages who are experienced and qualified in their areas of expertise.
- Involved in converting documents and articles from one language into another and ensuring that the finished converted articles relay the intended message as clearly as possible.
- To facilitate possible sharing of research data as well as logistics among various researchers.
- Creation of a database in the various languages.
- A reliable outsourcer in all African Languages in all services.

SERVICES

- **Subtitling**
- **Translation**
- **Transcription**
- **Machine Translation Post Editing**
- **Professional Voice Over**
- **Language Testing**
- **Language Training**
- **Video Editing**
- **Content Writing**
- **Interpretation Services**
- **Desktop Publishing**
- **Translations**
- **Data Entry**
- **Professional Writing**
- **Content Writing**
- **Translator grading**
- **Project Management**
- **Localization**
- **Validation**
- **Writing**
- **Video Production**

FIELDS OF EXPERTISE

- Commercial
- Educational
- Legal
- Literary
- Life Sciences
- Medical
- Scientific
- Technical documents
- Financial
- General

PROFESSIONAL SUMMARY

- I am experienced, reliable, self-disciplined and flexible English, Swahili -French translator with excellent communication and interpersonal skills. I am hard-working, friendly and very much a team player.
- Well versed in providing clear, accurate interpreting services for LEP patients, families and visitors in a warm and gracious manner.
- In depth knowledge of medical and clinical terminology and procedures
- Hands on experience in providing clear renditions of medical information
- I provide translation, voice over, writing, testing and subtitling services for companies with a global presence and agencies that work with a team of professionals in various languages as well.
- I appreciate the urgency that most projects come with and I am always ready to provide quality while delivering projects before the stipulated deadline.
- I have continued to maintain my clients through my constant adherence to deadlines and ability to be flexible even during non-office hours.
- I am looking for long term collaboration with you and assure you of utmost quality, time-bound and confidential work.

EXPERIENCE

- Researching business & technical phraseology to ensure the correct translation is used.
- Liaising with clients to discuss any unclear points.
- Providing guidance & feedback & creating customer-specific style guides.
- Translation of documents/letters from a foreign language to English & vice versa.
- Reviewing and proofreading mother-tongue text.
- Conducting face-to-face interpreting.
- Transcription services in various field that range from medical, engineering, art and legal work and research
- Telephone interpreting.
- Working as a translator for business firms, charities, banks, corporate institutions and local councils, research in medical institutes
- Supporting the translation team with other projects when necessary.
- Excellent English, Swahili and French speaking and writing skills.
- Retrieving articles from newspapers, magazines & the internet & translating them into English.

GENERAL TRANSLATION EXPERIENCE

- Translation of Scientific Texts
- Research Material Translations
- Scientific Journals Translations
- Scientific Paper Translations
- Reading through original material and rewriting it in the target language, ensuring that the meaning of the source text is retained
- Using Translation Memory software, such as Wordfast, MemoQ, Across, SDL Trados and Transit NXT, Subtitle Workshop, Dejavu, Google Translator Tool Kit, Final Cut Pro, to ensure consistency of translation within documents and help efficiency
- Using specialist dictionaries, thesauruses and reference books to find the closest equivalents for terminology and words used
- Researching legal, technical and scientific phraseology to find the correct translation

- Liaising with clients to discuss unclear points
- Proofreading and editing final translated versions
- Providing clients with a grammatically correct, well-expressed final version of the translated text, usually as a word-processed document
- Using the internet and email as research tools throughout the translation process;
- Prioritizing work to meet deadlines
- Supplying subtitles for foreign films and television programs
- Retaining and developing knowledge on specialist areas of translation
- Networking and making contacts

MATERIALS TRANSLATED

- Clinical trial protocols
- Patient surveys and diaries
- Informed Consent Forms (ICFs)
- Patient Reported Outcomes Forms (PROs)
- Case Report Forms (CRFs)
- Adverse Event Reports
- IRB/IEC documentation
- Investigator Brochures
- Summary of Product Characteristics (SmPC)
- Chemistry Manufacturing and Controls (CMC)
- Package Inserts & Information Leaflets (PILS)
- Drug packaging and labeling
- Manufacturing SOPs & Production manuals
- User manuals
- Marketing Materials
- New Drug & Marketing Authorization Applications
- Legal and IP Materials
- Patents and Contracts
- Instructions for Use (IFU)
- Genetic testing
- Pharmacology & Toxicology Reports
- Patient recruitment material
- Contracts
- Certificates
- Training Manuals
- News Articles
- Religious Data

MACHINE TRANSLATION POST EDITING

- Collaborate with freelance translators to manage and produce good post edited documents
- Working with teams in different time zones
- Revise existing content with an eye for organization, accuracy, and overall greatness
- Work with the Managing Editor and other Editors to grow our voice and style, making it smarter, snappier, and even more compelling
- Give translation scores to different translators to enable them correct their work
- Provide a report on different translators
- Assign and un-assign work to different translators depending on their scores

FREELANCE MEDICAL INTERPRETER AND TRANSLATOR

- Ensure provision of correct concepts according to interpretation protocols
- Make sure that correct concept and context is provided by ensuring that no omissions or additions are evident
- Document all interpretations in accordance to the facility's procedures and policies
- Translate procedural information to facilitate understanding between doctors and patients
- Work with patients' families to log concerns and questions and respond appropriately
- Provide cultural information to healthcare providers in order to ensure appropriate provision of health service
- Streamlined patient and physician interaction by providing a channel of effective communication
- Resolved a particularly difficult communication problem for a French speaking patient who had failed to communicate his grievance to any healthcare professional for over a month

MARIE STOPES HOSPITAL: SENIOR TRANSLATOR AND INTERPRETER

- Provided support to medical interpreter by taking preliminary information from patients
- Took down important notes during interpretation services for doctors to refer from
- Ensured that patients' concerns were addressed appropriately and in a time-efficient manner by following up with healthcare professionals
- Worked with families to understand concerns and answer questions relevant to medical procedure
- Reorganized the medical logs information in the database thereby ensuring that the retrieval process was made easier to use
- Translated the healthcare facility's policies and procedures manual into French and English for the benefit of the patients.

ACHIEVEMENTS:

MOTAWORD CERTIFICATE: 50 PROJECTS IN FRENCH TRANSLATIONS

APPEN QA CHECKER

300 HOURS OF SUBTITLING

1,000,000 PLUS WORDS OF TRANSLATIONS

ACADEMIC QUALIFICATIONS

Masters in Translation Studies and Language Development – Makerere University

Business English (British Council)

Written and Oral Communication Skills (British Council)

Report Writing Skills (British Council)

Train the Trainer (British Council)

French Language - Alliance Française

IELTS:8