

CURRICULUM VITAE

VINCENT OMURWA OKANGI

P.O. Box 43307-00100

Nairobi County

Tel: +254 724 341 564

Email: vinomurwa02@gmail.com

Proz.com profile: <http://www.proz.com/translator/2459974>

"Exceptional Quality within set timelines"

PROFILE SUMMARY

A pleasant, professional, and committed translator, editor, and proofreader with a record of delivering quality work within set deadlines. As a trained linguist and a translator with over ten years of experience, I have gathered enough knowledge and experience on Swahili Morphology, Phonology, Syntax and Semantics. Besides, I have a working knowledge on East Africa social, economic, and political set and the emerging of Swahili variants in the region. On top of my academic and work-related achievements', I possess strong organizational, communication and interpersonal skills coupled with a strong work ethic. I focus on customer satisfaction and seek to deliver and exceed my customer's expectations. Currently, I am working as a freelance translator, editor, proofreader, and your preferred Swahili tutor.

KEY SKILLS AND COMPETENCIES

- **Project Management:** Acquired knowledge and experience in designing activities and linking them together in the realization of desired beneficial outcome while cutting down on waste, expenses and handling escalating problems to develop a quick solution that guarantees efficiency.
- **Relationship Management:** Ability to build symbiotic relationships with existing clients while nurturing new relationships. Besides, I am versed in building enduring collaborations with the clients, suppliers, and other stakeholders vital in the realization of the vision and mission of the organization.
- **Research Skills:** Capable of initiating research projects, from proposal development, data collection, data analysis and generation of the report based on the findings of the study. With impeccable communication and presentation skills, present research

findings to the stakeholders for policy development.

- **Teaching:** A qualified Swahili teacher with vast experience spanning to over ten years. I have taught Swahili language and literature. I am well grounded in Swahili language's syntax, morphology, phonology, and semantics.
- **Flexibility:** Capable of multitasking while ensuring that all my assigned duties are well performed even if it entails putting in more of my time.
- **ICT Competence:** I have desirable command of Microsoft Office tools, and SDL Trados.
- **Leadership:** Capable of forming and leading teams effectively. Acquired knowledge and experience in conflict resolution, negotiation, persuasion, and problem solving. I can create symbiotic working relationships among team players and motivate them in realizing the vision and the mission of the organization.

EDUCATION BACKGROUND

- **2014- 2020:** University of Nairobi- Master of Arts in International Relations
- **2011- 2013:** Kenya Accountants and Secretaries National Examination Board- Certified Public Secretary
- **2006-2010:** Moi University- Bachelor of Arts in Kiswahili and Other African Languages (2nd Class Upper Division).
- **2001-2004:** St. Kizito Nyansiongo High School- Kenya Certificate of Secondary Education.
- **1992-2000:** Amasago Primary School- Kenya Certificate of Primary Education

WORK HISTORY

English- Swahili Translator, Proofreader and Editor

Ethiopian Language Services; 2022- 2023

Duties and Responsibilities

.....

- Translated sources texts from English- Swahili
- Proofread translated texts in my language pair for assessment on quality of translation.
- Edited all translated texts to ensure compliance with our client's set guidelines and expectations.
- Undertaking research on my language pairs and presenting research reports for decision making.

English- Swahili Translator, Proofreader and Editor

TransLang Ways Solutions Pvt. Ltd; 2018- 2019:

Duties and Responsibilities

- Wrote research reports in line with the findings of the data.
- Translated source texts from English to Swahili
- Edited all the translated works and transcribed works in Swahili to ensure adherence to grammatical standards put forth by the company.
- Proofread all the Swahili documents presented by the clients to ensure internal consistency, adherence to semantics and general rules of grammar.

English- Swahili Translator

Engo – Swahili Limited 2017- 2018

Duties and Responsibilities

- Allocated translation works to a team of translators and managing the execution of translation exercises.
- Created a data base of vocabularies to synchronize all translated works hence promoting word consistency.
- Translated source texts from English to Swahili and from Swahili to English.
- Edited all the translated works and transcribed works in Swahili to ensure adherence to grammatical standards put forth by the company.
- Proofread all the Swahili documents presented by the clients to ensure internal consistency, adherence to semantics and general rules of grammar.
- Collaborating with the management in addressing the needs and the demands of the clients.

Teacher (Kiswahili and History)

Ngenia High School -2010-2017

Duties and Responsibilities

- Deliver quality and well researched lessons on Kiswahili Phonology, Morphology, syntax, and semantics to my learners from form one to form four.
- Teaching Swahili literature and training learners on Swahili Public speaking skills.
- Setting and moderating Swahili exams in the department to ensure compliance with set standards.
- Undertaking Swahili research works and presenting findings to the department for appropriate decision-making.
- Teaching students writing Skills in Swahili.

- Editing and proofreading Swahili instruction materials to ensure compliance with Swahili curriculum.

Awards

- Overall winner of class 816 J and Class 385 in the Kenya National Music Festivals held in Kakamega- 2017 (Best Swahili Verse and public speaking).
- Teacher of the year award- Ngenia High School- 2014; for registering great performance in Swahili language and literature.

REFEREES

Mr. Amit Garg

Project Manager

TransLang Ways Solutions Pvt. Ltd

Email: amit.garg@translangways.com

Tel: +919650066088

Mrs. Eunice Njenga

Head of Languages Department

Ngenia High School- Limuru

Email: ngeniahighschool@yahoo.com

Tel: 0722567470