

CURRICULUM VITAE

PERSONAL INFORMATION

PHYSICAL ADDRESS: P.O BOX Kampala
MOBILE NO: +256703559386
EMAIL: shubrayden@outlook.com
GENDER: Male
NATIONALITY: Ugandan
NATIVE: Munyankore

PROFILE

Skills

Project management, Translation, Report and Proposal writing

- Good reporting skills and proficiency in the use of presentation tools such as PowerPoint;
- Project management and research methodologies
- Translation of reports from Luganda, Runyakore, Kiswahili and Kinyarwanda to English and vice versa
- Editing, proof reading and submitting of final copies of reports
 - Ability to deliver effective results, meet tight deadlines and targets.

Ability to manage sensitive documents and information and ensure confidentiality in a professional work environment

Computer Skills

- Competent keyboard skills to produce accurate and well presented
- Ability to present information in forms, tables, power point and spreadsheets.
- Strong skills in Microsoft Word, Excel, power point, Access and Internet.
- Graphic design skills
- DTP

General administration

- Ability to pay attention, highly organized and ability to prioritize work.
- General administration
- Facilitation of trainings
- Front office and secretarial skills
- Secretarial, administrative, and front office duties,

ACADEMIC QUALIFICATIONS

Degree in translation and interpretation studies, College of humanities and social sciences: Nov 2014 – June 2017
Makerere University

Diploma in Computer Science: Nov 2011 – Dec 2013
Makerere University
Kampala.

WORK EXPERIENCE

EXPERIENCE APRIL 2018 – PRESENT

TRANSLATOR AT TRANSLATE 4 AFRICA LIMITED

I am working as a Runyakore and Luganda translator at Translate 4 Africa Limited time

Freelancing

Translation and Proofreading material

Translation of materials from English to Luganda and Runyakore for FOWODE

Translation of advert material for TUGENDE, from English to Runyakore

Translating and Proof reading Domestic Workers Handbook Print- Uganda Hotels, Food, Tourism, Supermarkets & Allied Workers Union-(HTS-Union), Uganda

2017

Volunteer at Uganda Village Project in Iganga Uganda

Provided consecutive interpretation services from Luganda to English and vice versa, Lusoga to English and vice versa for international student interns during out reaches, sensitizations and community meetings

Provided document translation from English to Lusoga and Luganda for flyers, posters and plays and skits for sensitization and communication purposes to the local communities

Hobbies

Researching new ideas, reading inspirational books. Graphic designing

REFEREES:

Available up on request