

RÉSUMÉ

Name: NTAKIRUTIMANA Sylvère

Date of Birth: June 11, 1987

Place of Birth: Gisenyi | Rubavu | Western Province | Rwanda

Father's Name: GATSINZI Esdras

Mother's Name: NYIRANGORORANO Esther

Residence Place: Muhoza Sector | Musanze District | Northern Province | Rwanda

Marital Status: Married

Citizenship: Rwandan


Email Address: sylverent2020@gmail.com | Phone Number / WhatsApp: +250 788 205 302

I am a Professional Translator and Interpreter, graduate in Translation and Interpretation studies. I mostly value the service quality and respect deadlines. I provide Translation/Interpretation related services in the following language pairs:

 English<>Kinyarwanda

 French<>Kinyarwanda

 Swahili<>Kinyarwanda

 English<>French

EDUCATION

2010-2013: BA in Translation and Interpretation studies / National University of Rwanda, at Huye / Rwanda.

2002-2008: General Certificate of Secondary Education in Arts / Ecole D'Arts De Nyundo, at Rubavu / Rwanda

1995-2002: Primary studies at Centre Scolaire Ubumwe, at Rubavu / Rwanda

1992-1994 Nursery Studies at Gacuba II Nursery School, at Rubavu / Rwanda

WORK EXPERIENCE

2020/07–To date: **Freelance Translator and Content Creator at What3words**

Duties:

- Translate documents for linguistics related projects for the English<>Kinyarwanda pair.
- Work on some linguistic projects aiming to compare some African languages (Glossaries, common expressions etc.)
- Provide transcription and subtitling services

2019/05–To date: **Translation Vendor at TRANSLATE 4 AFRICA Ltd (Uganda)**

Duties:

- Translate/Review and Proofread written materials for the Kinyarwanda<>English pair. (Domain: Medical and Religious)
- Translate/Review and Proofread written materials for the Kinyarwanda<>French pair. (Domain: General)
- Work on some DTP projects
- Provide transcription and subtitling services
- Translating Software UI contents for the English>Kinyarwanda pair (Domain: IT).

2017/03-To date: **Freelance Translator at TRANSLATION PALACE Ltd (Rwanda)**

Duties:

- Read and translate written materials in the following language combinations: Kinyarwanda<>English | Kinyarwanda<>French, | English<>French | Kinyarwanda<>Swahili
- Translating IT related documents (including Software UI contents) from English>Kinyarwanda.
- Proofread and sometimes edit other translated documents of distinct domains including theological documents, legal, medical, Educational and agricultural, economics, cultural and other different documents.
- Transcribe audio/visual files and translating them into some of the language pairs mentioned above.

2013/09–To date: **Independent Freelance Translator**

Duties:


- Translate documents for the following pairs:
Kinyarwanda<>English
Kinyarwanda<>French
Kinyarwanda<>Swahili
- Proofread written materials for the mentioned pairs



- Review (grammatical, typographic and stylistic errors, etc.) for the mentioned pairs


LINGUISTIC SKILLS

No.	Languages	<i>Speaking and Writing Skills</i>	
		Reading	Speaking
1.	Kinyarwanda	Native	Native
2.	English	Fluent	Fluent
3.	French	Fluent	Fluent
4.	Swahili	Fluent	Fluent

COMPUTER LITERACY

Software & CAT Tools:  MS Office (Word, Excel, PowerPoint, Access), SDL Trados Studio, Wordfast Pro (certified), MemoQ, Déjà Vu x3 and Omega T, Transcribe, Subtitle Workshop, Subtitle Edit.

DTP Applications:  Adobe products (Photoshop, InDesign)
 MS Publisher

Cloud based CAT Tools:  SmartCAT, Memsource, MemoQ Server, Memsource, Wordfast anywhere, TransStudio, XTM, etc.

REFEREES

(i) **ICYIMPAYE Jean Paul** — Managing Director of Translation Palace Ltd, Kigali / Rwanda

|| **Phone:** +250 788 440 926 | **Email:** jpicyimpaye@gmail.com

(ii) **James Brown** — Head of Language Development & Localization at What3words /England

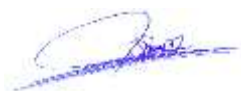
|| **Phone:** +447 947 344 997 | **Email:** jamie.brown@what3words.com

(iii) **Emmanuel ARINAITWE** — Account Manager at Translate 4 Africa Ltd, Kampala / Uganda

|| **Phone:** +256 788 104 221 | **Email :** emmanuel@translate4africa.com

CERTIFICATION

I, NTAKIRUTIMANA Sylvère, the undersigned, certify that to the best of my knowledge and ethics, these biodatas correctly describe me, my qualifications and experience.



NTAKIRUTIMANA Sylvère

July 2021