RUSSELL CHALINDA

*Curriculum Vitae*

**PERSONAL DETAILS**

Name : RUSSELL CHALINDA

Date of Birth : 10 February, 1986

Sex : Male

Nationality : Malawian

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**PROFILE**

A versatile, passionate and result oriented motivated individual who is willing to work in different fields and to learn more. I’m confident that this will go a long way in realising my goal, which is improving my own personal life and that of others, especially the underprivileged children from poor families. **I feel that this can contribute to their development and to become productive and responsible citizens of Malawi.**

**WORK EXPERIENCE**

1. **Watchtower Bible and Tract Society of Pennsylvania- Malawi Branch**

**Translation Department**

* English into Nyanja/Chichewa Translator and Proofreader (for both printed books and electronic publications, namely website and apps) at the Watchtower Bible and Tract Society of Pennsylvania- Malawi Branch, from January 2015 to present. Over these years, I have learned how to translate with accuracy, clarity and naturalness
* Translation Project Team Coordinator at the Watchtower Bible and Tract Society of Pennsylvania- Malawi Branch (2017 to present)
* Convention Video Operator and Trainer (Volunteer) at the Watchtower Bible and Tract Society of Pennsylvania- Malawi Branch (2017-2019)

**Shipping Department (January 2013 to December 2014)**

I worked as a driver for this department and my job included:

* the delivery of literature and supplies in 416 church branches throughout Malawi using Land Cruiser vehicles
* organising and coordinating the service and maintenance of the organisation’s over 25 vehicles
* ferrying staff members to important meetings and to the airport
* operating the forklift

**Maintenance Department (2010 to 2012)**

Worked in the Electrical Department and the Mechanical Department doing:

* new electrical installations(single and three phase)
* trouble shooting and repairs on old electrical installations
* trouble shooting and repairs on different electrical apparatus
* welding (gas, tig, mig and stick)
* refrigeration(cold room and domestic)
* installing and servicing of air conditioners (split and window type)
* plumbing (copper and galvanised)
* I also worked as a driver for this department

1. **Bake Lines Limited (January to December, 2008)**

Worked at Bake Lines Limited as an Electrician and duties included doing trouble shooting and maintenance on machines used for making sweets, biscuits, plastic bags and sheets. Also performed general electrical work.

**TRAININGS AND CERTIFICATIONS**

* Grade 2 National Trade Test Certificate in Electrical Installation obtained from Charter Private Technical College
* Diploma in Safe Food Handling obtained from the Association of Jehovah’s Witnesses of Malawi by a food safety expert from Canada
* Certificate in First Aid
* Malawi School Certificate of Education (MSCE)
* Certificate in Fuel Attendance(After which I did attachments)
* BE, PG driver’s license and a defensive driving certificate

**SKILLS AND ABILITIES**

* Team player/planning and organization
* Nyanja/Chichewa translation, proofreading, reviewing
* Computer proficiency in Microsoft Office (Word, Excel, PowerPoint and Outlook) and CAT tools such as WTS, MS Word, TWB Cato and AVV (Audacity Video Viewer)
* Full proficiency of written and spoken English and Nyanja/Chichewa

**HOBBIES**

* Reading magazines, pencil drawing, traveling, learning new things

**REFEREES**

1. Mr. Alfred Chimodzi

Watchtower Bible and Tract Society of Pennsylvania- Malawi Branch

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1. Mr. Edward Ndau

Formerly Watchtower Bible and Tract Society of Pennsylvania- Malawi Branch

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