



Mr. Enock Mwita Nkaina

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Summary:

I have been a freelance translator, interpreter, editor, proof reader, and trainer since 2010. Since my debut in September 2010, I have translated more than 10 million words and 500 literary works in social science, humanities, sociology, ethics, arts and crafts, art/literally, painting, advertising, public relations, religion, music, banking/finance, law general, literature, and linguistics.

I have also compiled information and key terminologies used in translation, especially in music, religion, and technology. Without compromising on quality, any document for translation with up to 3,000 words can be well submitted within 8 hours of a day, and my accuracy level is 99%.

Multilingual project manager with a passion for languages and culture. Experienced in managing big and small translation and localization projects for many clients, from small businesses to global corporations. Proven ability to successfully manage teams, meet deadlines, and exceed client expectations and desires. I am bringing forth a positive work ethic and a commitment to efficiency and integrity.

Education:

Sokoine University of Agriculture (SUA), Tanzania - 2014

Bachelor of Rural Development

Experience:

Translation4all INC - 5362 Yorkshire Dr, Cypress, CA 90630, USA

Translation Project Manager Jan 03, 2022 - Current

- Managing a team of translators to deliver high-quality, on-time translations for projects in various languages and formats (e.g., PowerPoint, Excel).
- Providing project management support by tracking translation progress and providing regular updates to the client.
- Ensuring that the subject matter expert reviewed all translated materials before delivery to ensure accuracy and completeness.
- Coordinating with external vendors regarding document formatting requirements and deadlines for each project.
- Developing relationships with clients' internal stakeholders to identify critical documents requiring translation services and potential new business opportunities.

Language pairs:

- English - Swahili
- Swahili - English

Certifications:

- Certified Translation Project Manager
- ProZ.com certified PRO in English - Swahili
- Certified CAT Tool User

Skills:

- **Industry Knowledge:** Localization, Interpretation, Translation, Project Management
- **Technical Skills:** Ms Office Suite, Google Drive, SDL Trados, MemoQ, MateCAT
- **Soft Skills:** Communication, Leadership, Scrum, Prioritization, Multitasking, Teamwork