Chichewa Translator

I am professional translator who has once worked for a non-profit organization for 4 years and now am a freelancer.

Career summary

2015 - Present: Working with the Computer department on Applications team and Helpdesk

Work on Translation projects during non-working hours

Key Responsibilities

- Worked on the helpdesk to assist all computer users
- Train computer (old and new) users on how to work with the in-house applications and general applications (i.e. Office, Teams, SharePoint)
- Managed all problems and errors faced by all users using the in-house applications.
- Managed and solve all general computer related problems faced by all computer users
- Administrator and trainer for the in-house application

2010- 2014: **Translation Department as a Translator, Proof-reader and Checker**

Key Responsibilities

- Worked as a translator, proof-reader and checked the grammar with different translation teams in the organization for different types of publications

- Worked on the above roles (translator, proof-reader and checker) for Videos and audio dramas translated in the vernacular language.

Education and qualifications:

Advanced Diploma	Advanced Diploma in Computer Programming, NACIT, Lilongwe, Malawi (2008)
Advanced Diploma	Advanced Diploma in Translation, Watchtower Education Centre, Patterson, New York, USA (2011)

Key skills:

Time:	I focus on delivering the translated material on time
Quality work:	My aim is to deliver good quality translation, one that is accurate and natural.
Troubleshooting:	Able to troubleshoot computer errors and general technical problems.

Personal details:

Volunteer positions:	Chichewa Translator, checker, proof-reader, Housekeeper and worked with the computer department on helpdesk and currently in applications support team.
Interests include:	Social skills, attention to detail, helping people, reading, singing, excited with solving problems especially those that hinder other people's work and finishing my tasks on time.