**Pierre Claver Ntiranyibagira** 219 rue des Louveteaux Gatineau, Québec, J9J OL2

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**CURICULUUM VITAE**

RELEVANT SKILLS & EXPERIENCE

* Seven years of experience in communication research during my academic studies.
* Four years of experience as a journalist in radio and television, and press as a writer.
* Two full years experienced in French teaching for Canadian federal government employees.
* Advanced skills in French and English teaching for adults.
* Highly professional and collaborative approach
* Versed in teaching methodologies for second language training
* Positive outlook; optimistic disposition; strong client service orientation; dedication to helping the organization achieve its mission & vision; and professional enthusiasm.
* Excellent written and oral communication skills in French and in English;
* Excellent verbal and written communication skills
* Demonstrated ability to manage, develop, and execute communication plans for charitable organizations
* Proven ability to produce a wide range of communication products including web content, donor recognition materials, publications, brochures, presentations, and digital campaigns
* Able to produce clear and compelling writing with close attention to audience, goals, messaging, tone and accuracy in a variety of written products
* Proven ability to set priorities, complete work with minimal supervision and meet deadlines
* High level of detail orientation and accuracy

**EDUCATION: (WITH EQUIVALENCE FROM *ICAS CANADA*)**

* **Doctorate** in **Information and Communication** (2013-2017), Catholic University of Louvain - la- Neuve (Belgium);
* **Master’s** in **Multilingual Communication** (Business Communication) (2010-2013) Catholic University of Louvain – la – Neuve (Belgium);
* **Bachelor of Art (B.A) in English language and literature** (1999-2005) University of Burundi;

|  |  |  |
| --- | --- | --- |
| **LANGUAGE:** | **Writing** | **Speaking** |
| **French** | **Fluently** | **Fluently** |
| **English** | **Fluently** | **Fluently** |
| Dutch | Intermidate | Intermidate |
| Spanish | Intermidate | Intermidate |

**AFRICAN LANGUAGES SPOKEN AND WRITTEN**

- **Kirundi (Mother tongue)**

**- Kinyarwanda (95% mother tongue)**

**- Swahili (language spoken by 5 countries in Central East Africa)**

**-** Lingala (intermediate level)

# WORK EXPERIENCE

**Official Languages professor (French-English): ABCE & CLIC School 2017- Now**

* Provided informative presentations to learners regarding different areas of studies and ensured that all leaners fully comprehend aspect of the programme;
* Trained six new French teachers emphasizing the importance of classroom control, time management, course planning and adherence to teaching programme;
* Providing communication and marketing advise as it pertains to the recruitment of new learners (customers);
* Ensured that all student comprehended the program and supported studied who required extra guidance resulting in writing and reading
* Analytical thinker and decisive, with excellent problem-solving skills
* Worked closely with other teachers to ensure all avenues of the programme are meet and delivers lessons to learners;
* Attended a variety of professional development workshop centred on learning goal, classroom management, student motivation and engaging learning activities;
* Providing advice and guidance to management on all matters pertaining to better methodologies in teaching adults to learn a new language;
* Negotiating service contracts

**Translator-interpreter in a non-profit organization 2016-now**

**•** Volunteering in the interpretation of **Kirundi / Kinyarwanda** in English / French and vice versa

• Translate **Kirundi/Kinyarwanda** documents into **English/french** and vice versa

• Welcome or accompany English-speaking visitors as a guide

• etc

**IMARK CONNECT OTTAWA** Sept 2013 - 2014

* Telemarketing to canvass donations for various animal and humanitarian efforts.
* Processing of paperwork to register and process donation received
* Administer presentations to potential clients of the services and products offered by the company
* Inform customers of the advantages and benefits of the goods and services offered to them
* Following up with customers to determine level of satisfaction
* Showing leadership, tact and intelligence
* Working in team setting to boost morale of the membership (support)
* Collaborating with colleagues
* Focusing on the production and strategic distribution of high quality goods and services of consistent content.
* Communicating with target audiences including current and prospective donors and members, partner agencies, etc.
* Building solid on-line communications skills and writing and updating web content
* Managing, developing, and executing communication plans for charitable organization.
* Producing a wide range of communication products including web content, donor recognition materials, publications, brochures, presentations, and digital campaigns.

**Communication deputy director in ministry of communication and information in BURUNDI ( 2005 – 2009)**

* Deputy Director of a public newspaper and editor
* Editorial team manager
* English French translator
* University professor for French and English
* Foreign language trainer for adults

# References: are available upon request.

**COVERING LETER**

I am writing this letter for the KINYARWANDA/KIRUNDI Interpreter Job Application in English / French and vice versa. These two languages are almost the same.

Indeed, I carried out this work of interpreter and translator initially in BURUNDI (my native country)for several years.

In addition, arrived in Canada in 2017, I used these languages ​​in our multicultural Church located in Ottawa with a majority **Burundian and Rwandan** to do the simultaneous translation in English and sometimes in French.

Note that I have had accreditation as an interpreter at the Department of Immigration and Citizenship in Canada since 2020.

With everything I've said I know I'm up to it.

Please accept Madam / Sir in my distinguished consideration

**Pierre Claver NTIRANYIBAGIRA**