

RUDY MONGA MASANI

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PERSONAL PROFILE

Proactive and goal-oriented, having a challenge is something I enjoy. I work well under pressure and have the ability to make calculated decisions while working at my own initiative, evaluating situations, acting quickly and effectively.

EMPLOYMENT HISTORY

**April 2023
State**

Advisor to President of the Litigation Section/ Council of

- Administrative & Legal affairs
- Establish contact and exchange with partner
- Organizing the Cabinet agenda
- Report writing

**November 2020
(English-Lingala) (French-Lingala)**

Freelance Interpreter/ Kalam, Future Group

- Medical, Legal & Social services translation & Interpretation (USA, UK, Canada, India) On Boostlingo
- Providing consecutive interpretation;
- Preparing for the above assignments;
- Observing established terminology and in –house usage, and identify new terminology;
- Carry out translation duties whilst on mission, when necessary;
- Take part in refresher training sessions with a view to refining interpreting skills;

April 2014

Freelance Languages Consultant

- Registration & administrative procedure, preparation of files, Translation, Telephone & onsite interpreting, Content creation & proofreading at Girne American University/Multicultural center.
 - Transcription, Voice-over & QA recordings on Aegisub & Loft.
 - Freelance linguist on Upwork, Appen & TELUS Int'l
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LANGUAGE SKILLS

- **French-** Complete professional competence & working languages.
- **English-** Professional competence, fluent in both speaking and writing
- **Lingala-** Native language.
- **Kikongo-** Fluent in speaking and writing.

COMPUTER SKILLS

- knowledge of PC, MS Word, outlook and Excel, Skype, Zoom, any software in translation & interpretation business, Microsoft office, Google (docs, Drive, Pay, Workspace, Ads), Canvas, QuickBooks, Sage, Asana, Adobe Acrobat, Business suite, Internet

EDUCATION

2019	GIRNE AMERICAN UNIVERSITY Bachelor of Science in Business Management
2014	FOUNDATION ENGLISH SCHOOL English proficiency
2013	COLLEGE SAINT ETIENNE High School Diploma
