

[Seiuli Faita Saolotoga]

[Manukau Ctr, Auckland NZ, 2025]

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Career Objective/Personal Profile

As an accurate, efficient, and hardworking person, I bring wide-ranging Interpreting & Translation skills, Management & Administration skills, People & Customer skills, Teaching Skills, and more, with the ability to focus on the task at hand until its successful completion. My honest and trustworthy nature ensures I get along well with others within a team environment while I also can work effectively autonomously. With a commitment to up-skilling, I have a mature approach to workplace challenges and work methodically towards suitable solutions.

Key Skills and Experience

Translation Skills & Experiences

- Senior Principal Translator and Project manager at Itrins Translations Services
- More than 20 years of translation experience in various areas
- Voluntary Translating and transcribing Church community documents and speeches in both directions (English < > Samoan) from time to time
- Confident in translating legal, medical, technical, and general texts in both directions.
- Professional approach to handling all jobs including challenging ones.
- Ability to identify the appropriate and the correct Language Register suitable for a target audience.
- Excellent understanding of the three Samoan Language registers used in translation.
- Excellent grammatical knowledge of both English and Samoan
- Maintaining and keeping all work-related data and matters professionally and confidentially as required by The New Zealand Society of Interpreters and Translators & work ethics.
- Confident to work towards deadline requirements.

Personal Attributes

- Responsible and reliable in working with a team and as an individual
- Able to work under pressure and make sound decisions.
- Very flexible and willing to learn with an exceptional eye for detail.
- Ability to remain calm and professional in handling a stressful environment.

Employment Experience

English/ Samoan Professional Interpreter & Translator

2015 - 2023

Owner/ Operation Manager of Itrins Translations Ltd (Samoan Translations International) current Contracted to Ministry of Health-Auckland District Health Board (ADHB), Counties Manukau DHB (CMDHB), Waitemata DHB, NZ Ministry of Business (MBIE), NZ Interpreting International (NZI), Straker Translation Ltd, A2Z Translation Ltd Auckland NZ, Pacific International Translations Ltd., Wavemedia Translations Ltd., NZ Ministry of Police, NZ Ministry of Justice, NZ Corrections Dept, Misnistry of Children (OT), EziSpeak Australia/NZ, Queensland University, Venga Global Inc., MediaLocate USA, Translate-Plus Inc. UK, Translated Ltd. Italy, etc.

Key Responsibilities

- Translating Legal & Medical manuscripts required by various agencies.
- Transcribing and interpreting witness statements, affidavits, and court reports for both Ministry of Justice, Police Department, Public Defense and Corrections
- Make sure that Jobs /assignments are submitted in time.
- Editing and proofreading translation drafts for major organizations
- Negotiating with management regarding work assigned to do.
- Interpreting for both Medical & Legal Matters at Auckland Public and Private Hospitals; Ministry of Justice; Public Defense Office; Police Department; Corrections Department; Parole Board; Mental Health Cases; OT-Family and Community meetings; Ministry of Social Development (MSD) cases; & Work and Income NZ (WINZ).
- Senior Principal translator & Project Manager for Itrins Translations Ltd

Key Achievements:

- Highly respected Samoan high chief in the Community
- Highly respected Interpreter/Translator among the Samoan Community in New Zealand
- High achiever student in the Interpreting & Translation Class at AUT University
- Trustworthy Interpreter/ Translator in both legal and medical fields
- Always meet deadlines and keep high-quality work.
- Graduated with Excellence at AUT University (Auckland New Zealand)
- Registered member of New Zealand Institute of Translators and Interpreters (NZSTI) & AUSIT Australia
- NZSTI Certified Translator/ Interpreter

Issuing Officer**2011, 2014, 2017 & 2020****NZ Electoral Commission****Key Responsibilities:**

- Assist voters who have a limited understanding of English and make sure that correct voting procedures were followed.
- Translating & transcribing Voting documents for our Samoan Non-English speakers
- Communicate with each team member and Polling manager to ensure the smooth running of the day's work.

Key Achievements:

- Successfully interpreting polling procedures and voting documents for our Samoan Speakers who have a limited understanding of English.

Sales Manager**Nov 2010 – Nov 2013****American Insurance Ltd of NZ****Key Responsibilities**

- Translate Insurance documents to be presented when selling insurance policies to Samoan prospects.
- Translate and carry out medical procedures (tests) required suitability of clients for insurance cover.
- Organizing public promotional events in Samoan for the company
- Visit various church groups and schedule meetings with Church community leaders in Auckland Region
- Interpreted and translated Insurance documents and speeches during both company promotions, family visits and negotiations with clients.

Key Achievements:

- Became a top ten Insurance Sales Team Managers Globally
- Achieved Insurance Company Top Manager Award in 2010
- Maintained highest company Annual Life Premium target weekly.
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Professional Membership/ Education/ Qualifications/ Training**NZSTI Certificate of Membership**

- New Zealand Society of Translators and Interpreters **2019**

P. Grad Dip in Translation**2017****P. Grad Cert. in Interpreting & Translation**

- AUT University, Auckland

Hospital Patient Navigator/ Interpreter Certificate

- AUT University, Auckland **2016**

Interpreting and Translation Training (Completed)

- INZ Interpreters New Zealand (6months Training) **2016**

Post Grad: Cert. Education**2015**

- AUT University, Auckland

NZ Bachelor of Business (Accounting Degree)**2010-2012****NZ Diploma in Business****2008-2010**

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| NZ Tertiary Certificate of Achievement | 2009 |
| <ul style="list-style-type: none"> • Manukau Institute of Technology, Auckland | |
| NZIM Diploma in Management | 2008-2010 |
| <ul style="list-style-type: none"> • NZ Institute of Management (NZIM) | |
| Bachelor of Divinity (Honors)
Diploma in Theology (Honors) | 1988 - 1995 |
| Volunteer Work/ Support Worker | |
| <ul style="list-style-type: none"> • Marriage Educator: Catholic Archdiocese of Auckland 2019-2021 • Patient Navigator Officer: Counties Manukau District Health Board 2016 • Interpreter/ Translator Trainee for INZ (Interpreters New Zealand) 2015 • Translating Church Documents & Minister Speeches from time to time • Choir Master: St John's Community Otara, Auckland = 2005-2017 • Music Tutor: St John's Children Otara, Auckland = 2005-2016 • Choir Master: St Peter Chanel Community, Clover Park, Auckland = 2013-2015 • St Vincent de Paul, Wellington = 2003-2005 • Secondary School Tutor: Naenae Homework Centre, Wellington 2003–2005 | |

Referees

BY REQUEST