

RESUME

Jigme Dorji, Freelance Translator

Thimphu Bhutan.

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Summary

A devoted and enthusiastic translator with extensive expertise in various translation types, backed by a strong command of diverse terminologies. Holds certifications from Steps and is a freelance translator affiliated with platforms like Translation Directory.com and Upwork. Enthusiastic individual with extensive language and linguistics knowledge. Adapts quickly to online tools and platforms. Demonstrates keen cultural awareness and interpersonal skills

Qualifications

- 2017- Post Graduate Diploma in Public Administration (PGDPA) from Royal Institute of Management (RIM)
- 2012- B.A Language and Culture (BLC) from College of Language and Cultural Studies (CLCS)
- 2008- XII Rigzhung from Institute of Language and Cultural Studies (ILCS)

Work experiences

- **2023-** Translated national level document titled “Bhutan Civil Service Rules and Regulation (BCSR,2023)” From English to Dzongkha
- **2016-** Translated Comparability Study of Grade X Student’s Performance in BCSE Dzongkha Result Against their Actual Competencies in Dzongkha Reading and Writing Report, 2016 from English to Dzongkha Text.
- **2015-** Translated Rules of Procedure for Treaty Making 2016 framed by the Cabinet Secretary from English to Dzongkha.
- **2014-** Translated National Report submitted in accordance with paragraph 5 of the Annex to Human Right Council Resolution 16/21 coordinated by MoAF in collaboration with UNDP, Bhutan.
- **2013-** Translated Tibetan language version (Chokey) of Drukpa Kunely’s namthar to English.
- **2013-** Worked with a PhD researcher of Harvard University to bring out successful translation and verbatim of field study on biography of “The Devine Madman” (‘bruk smyon kun dga’ legs pai’ rnam thar)
- **2013-** Done special book review on ‘**The Heart of Darkness**’ and ‘**The Crucible**’ inDzongkha basically translated from English for Students undergoing MA Course in India.

- **2013-** Actively participated in translating Rural Housing Insurance Scheme of RICBL from English to Dzongkha.
- **2013-** Part time Tutor of Language and translation to university graduates attending BCSE/RCSE (since 2012 to till date)
- **2013-** Translation and Transcription of miscellaneous work for the political parties.
- **2011-** Represented College in International workshop at Kolkata (Translation workshop)

Publication and Research

- 2012-20- Authored course book for RCSC Main Examination (Content research, preparation and Compilation)
- 2012-20- Authored comprehensive book for Preliminary Examination (Content research, preparation and Compilation)
- 2013- Revised and edited Basic Dzongkha Course book containing both Dzongkha and English for the initial Dzongkha Learners (Espesial attempt made for the foreigners)
- 2012-2023 Part time Researcher at Rigzin Consultancy Services till date

Training/ short courses attended

- **2018-** Land Administration and Management training organized at Jaipuria Institute of Management, Jaipur, India.
- **2016-** Training on Strengthening Innovative Library Leadership Program organized by READ Bhutan in collaboration with Mortenson Centre@ The University of Illinois Library.
- **2014-** Training on “Democracy and Media” organized by Bhutan Centre for Media and Democracy (BCMD)
- **2013-** Training on Human Resources Development Planning and Identification of HRD Gap, Conducted by Bhutan School of Management and Technology in Collaboration with Department of Employment, MoLHR.
- **2012-** Basic Computer Application Course offered by Institute while undergoing B.A course at ILCS
- **2012-** **International workshop: Gurudev’s Candaliika in Tibetan Translation, Revision and Play Write Adaptation at Centre for Buddhist Studies (CBS) Visva-Bharati,India**

References:

1. Karma Wangdi,
Proprietor, Rigzin Translation and Consultancy Services
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**More academic and professional references available upon request.*