

## Gilbert Ngabonzima



## Contact

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## Professional Summary

Responsive Translator competent in translating wide-ranging information for different uses. Thoroughly reviews source documents and verifies completed work to prevent errors. Extensively experienced in translating between English and French/Kinyarwanda.

## Experience

**July 2023 to August:** Translator in World Vision/Rwanda with their Education program documents Kigali, Rwanda:

- *Proofread materials to promote proper grammar, spelling and sentence structure.*
- *Converted scripts into other languages to preserve meaning and context.*
- *Reviewed language documents to help team prepare for new initiatives.*
- *Translated wording to prepare official business paperwork.*

- *Offered cross-cultural insights to assist team in striving towards internationalization.*
- *Translated speeches to achieve correct messaging, style and context.*
- *Understood cultural differences to build relationships and share cultural nuances.*
- *Navigated ambiguity and identified linguistic opportunities to bridge gaps between teams and regions.*
- *Compiled information and terminology for medical or legal translations.*
- *Reviewed and translated official documents to maintain accuracy of published work.*
- *Listened to speakers and interpreted words into [Type] language.*
- *Interpreted and translated accurately for clients, utilizing multi-lingual expertise and deep cultural competency.*
- *Carefully reviewed completed translations to identify and correct errors or conflicts in information.*
- *Facilitated communication and translated procedural information to improve knowledge between both parties.*
- *Adapted translations to match knowledge, skills, and culture of target audience.*
- *Read speeches and other documents aloud in different languages.*
- *Proofread work of other translators to confirm proper grammar, correct spelling, and sentence structure.*
- *Translated speeches and conversations to English in real-time with correct message content, style, and context.*

**June 2014 to Current: Senior Trainer** at One Acre Fund Kigali, Rwanda:

- *Conducted training sessions following established curricula.*

- *Promoted safety during training and demonstrations to keep area tidy and organized.*
- *Implemented training programs focused on specific objectives outlined by clients.*
- *Selected and assigned projects to trainers with most suitable background and skills.*
- *Tracked key metrics to understand program's effectiveness, using results to refine training course.*
- *Coordinated spaces, materials and instructors necessary for successful training classes.*
- *Recruited, onboarded and assigned participants to variety of different training programs.*
- *Identified workers struggling with concepts and discussed learning needs with supervisors.*
- *Researched in-demand skills and current job opportunities in different industries to keep course content relevant and up-to-date.*
- *Immersed students in real-world scenarios through role-playing and simulations.*
- *Optimized training delivery method and materials to meet needs of participants and reduce costs.*
- *Scheduled classes based on availability of classrooms, equipment and trainers.*
- *Assessed training needs by understanding skill and knowledge gaps, using findings to design bespoke training packages.*
- *Observed, evaluated and improved training courses to meet changing employee needs.*

## Education

**March 2008:** Former National University of Rwanda Huye, Rwanda  
**Bachelor of Arts: English - French (Education)**

## Languages

**English - Bilingual**

**French - *Fluent***

**Swahili - *Fluent***

**Kinyarwanda - *Native***

## **Skills**

- *Cultural awareness*
- *Document translation*
- *Verbal and written communication*
- *Interpersonal communication*
- *[Language] fluency*
- *Interpret language*
- *Resolve translation conflicts*
- *Translate documents*
- *Interpretation*
- *Documentation and recordkeeping*