

# CURRICULUM VITAE

## PERSONAL PROFILE

**NATIONALITY:** Kenyan

**MARITAL STATUS** : Married

**DATE OF BIRTH** : 8<sup>th</sup> February 1986

Swahili Rate: 0.07 USD per source word translation

Proofreading: 0.04 USD per source word or 20 USD per hour

## CAREER OBJECTIVE

To utilize my educational and creative skills and experience to the best of my knowledge in any organization or industry that demand total dedication, performance and empowerment, especially of the Swahili, which is my top priority and emphasis in life.

## WORKING EXPERIENCE

**2012- upto date** : Swahili translator for Google and Microsoft tasks.

**2010** : Radio Teacher-Kenya Institute of Education, Program sponsored by Unicef.

**Jan 2010-2012:** Swahili department

Consolata Language Centre

### Job Description

**Tutor/Translator/Writer:**

Tutoring the Swahili Language to foreigners, translating documents from English to Swahili and developing curriculum for the institution. I have written two Swahili story books; one is with the publisher at Jomo Kenyatta Foundation. You can visit my blog at [kakaboni.blogspot.com](http://kakaboni.blogspot.com) and read my Swahili articles, some of which have been published in Taifa Leo - Swahili news paper.

**2009 to date** : A contributor in writing letters to the Editor, Taifa Leo News Paper.

**Sept 2009-2012** : Swahili department

Kobudho Education Centre. Part Time

**Job Description** : Teaching students from Form 1-4

**Teacher**

**Oct 2007- 2010:** Swahili Department

Language Solutions and Business Communication Ltd.

**Job Description:** Tutoring the Swahili language to international students using HILD system, i.e. High Intensive Language Drilling.

**Tutor/Translator**

English- Swahili (Tanzanian) Translation for

: Centre for Disease Control-CDC (KEMRI) Kenya Medical Research Institute.

: Samsung Company

: Equity Bank.

: Zain (Currently, Airtel, Kenya)

: Microsoft Office Windows 7 Note 14 (under an institution)

: History of Manchester United Football club from U.K.

: East Africa Grains Company (EAGC) – Agricultural Manual

: Ericson mobile phone

**MY CLIENTS:**

Skyline Vision, Kenya

Global Trade Skills International, Kenya

Data Source International, China

World Policy Institute, United States,

Translation Gate, Egypt

Bayan Tech, Egypt

TransPerfect Translations, United States,

Day Translations, United States

Translated, Italy

Future Group, Egypt

Afrolingo – Egypt/South Africa

The Translation Workbench- South Africa

**May 2008-Jul 2008** : African Heritage Department

Kampamso Language centre.

**Job Description**

- Project Manager** : -Researching on different African cultures and finding out fascinating stories engraved in them.
- Coordinating over 200 African story narrators as they narrated their fascinating stories in the centre.
  - Transcribing over 500 filmed and fascinating stories from Swahili to English.

### **Transcription**

- AIDS Audio ( Swahili)

**Oct 2007- May2008** : Swahili Department  
Elite Girls High School and Embakasi High School (concurrently).

### **Job Description**

**Teacher/Instructor** : Working with other Swahili teachers of the respective schools and assisting them in teaching more than 200 students from Monday to Saturday at specific hours.

**Aug 2007- 2009** : Private classes  
Kampanso Language Centre.

### **Job Description**

**Tutor/Translator** : Ensuring that I show up timely on all the private classes and adhering to the standards of teaching required by the centre.  
: Setting up a personal example in spoken Swahili language to all my students and targeting to always be their mentor in the language.

**December 2011** : AkibaUhaki- An NGO that advocates for human rights.

### **Job Description**

**Swahili/English Interpreter** : The conference was held in Arusha, Tanzania and it lasted for four days.

### **CAT TOOLS FOR TRANSLATION/TRANSCRIPTION (Swahili):**

- Idiom
- Trados 2007
- Trados 2011
- Trados 2014
- LocStudio
- Helium
- GTT
- Passolo

- POedit
- Leaf
- MS Word
- MS Excel
- PowerPoint
- memoQ
- WordFast
- NTR

### **AREAS OF SPECIALIZATION IN TRANSLATION**

Software Localization, Communication, IT, Marketing and Advertising, Technology, Politics, Sports, Commerce, Finance, Education, Social service and Legal

### **PERSONAL QUALIFICATIONS**

#### **CERTIFIED GOOGLE SWAHILI TRANSLATOR – Since 2012**

**June 2009- Dec 2010-** Diploma in Journalism and Mass Communication  
Kenya Institute of Professional Studies.

### **EDUCATION BACKGROUND**

**June 2009- Dec 2010** : Diploma in Journalism and Mass Communication  
Kenya Institute of Professional studies.

**2006** : Good Shepherd High School.  
Kenya Certificate of Secondary Education.  
Mean Grade of C

**2004-2005** : St Anthony High School  
Kenya Certificate of Secondary Education.  
Form Two and Three.

**2003- 2004** : Down Star High school.

Kenya Certificate of secondary Education.

Form 1.

**1994-2002** : Emalindi Primary School

Kenya Certificate of Primary School.

Mean Grade of C

### **OTHER INTERESTS**

Reading novels, playing football, and watching/listening to Swahili programs

### **MICROSOFT EXPERIENCE**

- I have quite long experience with Microsoft and have been doing it from 2008.
  - I have translated Windows 7 Office Note 14
  - I have translated products and services like:
    - Bing
    - Family Safety
    - OneNote
    - Outlook.com
    - SkyDrive
    - Skype
    - UI and UA
    - MVA - Windows
  - I am well experienced with Trados 2007 and 2011 and LEAF
  - I use terminology sources; TRES and Term Studio.

Volumes:

- Big Microsoft project in 2009 with about 75000 words
- And since then I still handle Microsoft tasks up to date

### **OTHER SWAHILI TASKS HANDLED:**

- Grant report form
- Fomuyariopotiyaruzuku
- COUNTRY PLAN F
- Uganda report
- Rwanda Action Plan
- Pan Africn Project –Kenya
- Burundi Regional Advocacy Strategic Plan
- Ripotiya 54<sup>th</sup> Ordinary Session
- Update on ACHPR
- Exiting Email
- Report yautoajiHudumazakijamiimkoawa Dar es Salaam (August to October 2013)
- Grant report form-Mid Term-Uhai
- Budget Of ZAYEA
- Game Application 100 words
- Voice Over Testing

- **English-Swahili proofreading**
- **2-word translation for Siegel & Gale - TPT505582 -EN>SW TPT507324 - EN>SW - Translation/Proofreading!**
- **New job, release forms - tpt522783 – Elsa EN>SW**
- **Russ Reid Company-tpt520537-urgent proof help!**
- UAE013775 HEADS UP EN-Swahili
- Swahili British council
- Document for translation in Swahili, as spoken by Congolese refugees in Kampala, Uganda
- **4444T13/Workplace Options/ENU > SWA**
- MY130153 CTP BAM CMR January 2014 UE HO\*\*\*sw\*\*\*
- [Request] Samsung Visual Display FY13 / Various\_Options - 52 languages
- [File Drop] Samsung Visual Display FY13 HO273 – AFR,AMH,SWA,XHO,ZUL
- NEW PROJECT: AG\_EV\_122613\_Designate\_sw
- Facebook | QA2 | sw-KE
- HO - Samsung Visual Display FY13 HO275 ?AFR,AMH,SWA,XHO,ZUL
- UNDP Household Survey
- **UNESCO - EFA Fact book ed. 2 30.NOV.2005**
- UNESCO Cartoon
- [UNDP.25.10.Crime and conflict print 2510.pdf]
- The youth of Africa: A threat to security or a force for peace
- **MY140018 CTP CAM UE March Rel HO1\*\*\*sw\*\*\***
- **MY140002 - CTP Core CMR March UI HO2 Policheck**
- **MY140002 - CTP Core CMR March UI HO2\*\*\*sw\*\*\***
- **MY140010 CTP BAM FebrRel UI HO1\*\*\*sw\*\*\***
- **MY130156 - CTP Core CMR February 2014 UI HO2\*\*\*sw\*\*\***
- **MY130153 CTP BAM January 2014 UE HO1 - Policheck\*\*\*sw\*\*\***
- **MY130151 CTP BAM CMR January 2014 Release UI HO1\*\*\*sw\*\*\***
- **MY130153 CTP BAM CMR January 2014 UE HO1**
- **MY130153 CTP BAM CMR January 2014 UE HO\*\*\*sw\*\*\***
- **CTP UI (EMS)**
- **Microsoft Task 338 Handoff ECO: sw - 130328\_Privacy-quote**
- **Windows 9 UA | 20130086 | WinStore UA | TCR bug |**
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**REFERENCES ON REQUEST**