

ELIYA EVRA

Country: Nairobi, Kenya ♦ email: eliyawanga@gmail.com ♦ mobile: +254704548057

Professional Summary

Highly motivated , hardworking ,multilingual person, possessing excellent analytical and problem-solving skills and life experience.Driven to continually improve and extend personal skills and knowledge to attain increased responsibility and opportunities for professional growth.

Technical Skills

- Language skills:native Kamba Speaker
- Analytical skills
- communication skills
- Proficient in MS Office
- self-motivated with strong initiative
- able to manage complex tasks
- able to prioritize work load and meet strict deadline
- extremely detail oriented
- able to edit carefully
- positive attitude
- people skills

Professional Summary

Kenya Translation Services Company, 09/2020 to Current

- Interpreting during depositions,court hearings and witnesses' testimonies
- Translating legal documents
- Interpreting for government entities at social security hearings
- prepared annual operating plans and reports

Team of group Writers, Nairobi

Team Lead, 10/2019 to 07/2020

- created,communicated and implemented the organization's vision,mission and overall direction
- oversaw the operation of the Kamba Writers
- prepared annual operating plans and reports

Bilingual Specialist, 07/2018 to 01/2019

Merikianii School Board — Kitui, Kenya

- provided instructional assistance to bilingual students
- interpreted parent-teacher conferences and other school related meeting
- implemented language tests to student
- prepared state required report under the supervision of the department leader

Volunteer English as a second language teacher, 01/2018 to 06/2018

Marekianii School — Kitui, Kenya

- Developed,prepared and implemented curriculum
- Performed language evaluation the immigrant students
- provided assistance with immigrant's language barrier related problems relating to documents and cultural issues.

Education

Bachelor in Linguistic, Art and Science

Nairobi University

MAY 2013 – November 2017

Second Class- Upper Division

HOBIES

- Volunteering and community involvement
- Exploring new ideas
- Learning new languages.

Referees

Kenya Translation Services Company
Senior Supervisor

Faith.Kuya@nairobiinguistic.ke
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Marekianii School
School Principal;
Mr. Edwin Mbau
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Nairobi University
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