

GODLINE GABRIEL

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Summary

I am a Sharp-eyed, results-driven, self-motivated, and reliable translator, editor, communication specialist and Public relations officer with 3-4 years of experience. I also have the ability to edit and proofread different field texts/documents such as, advertising texts, religious texts, technical texts, literary texts, legal texts, medical texts and many other texts. I enjoy working in a challenging and competitive social environment that gives opportunities for personal development and professional growth.

Experience

Online Translator and Editor

TRANSLATORS WITHOUT BORDERS • Danbury, Connecticut

06/2019 - Present

Translating, editing, proofreading and reviewing different documents from English to Swahili

Project officer, sex education and translations

CVS-TANZANIA • Tanga, TZA

02/2020 - 12/2020

-Translating, editing and proofreading different documents

-Write, edit, and distribute content, including publications, press releases, website content, annual reports, speeches, and other marketing material that communicates the organization's activities, products and/or services.

-Coordinating project activities.

-Collating contracts, timesheets and reports.

-Drafting presentations and formatting documents.

-Supporting senior team members with administrative functions.

-Facilitating project communications.

Volunteering Translator and Editor

TANZANIA STANDARD NEWSPAPERS LTD • Dodoma, TZA

06/2019 - 01/2020

Translating, editing and proofreading different documents from English to Swahili or vice versa.

Internship Translator, Proofreader and communication officer

BIBLE SOCIETY OF TANZANIA • Dodoma, Tza

01/2018 - 04/2019

-Translating and proofreading different documents

-Collaborate with management to develop and implement an effective communications strategy based on our target audience.

-Write, edit, and distribute content, including publications, press releases, website content, annual reports, speeches, and other marketing material that communicates the organization's activities, products and/or services.

-Seek opportunities to enhance the reputation of the brand, and coordinate publicity events as required.

-Respond to media inquiries, arrange interviews, and act as a spokesperson for the organization.

Skills

Communication skills, Time management, Documentation review, Microsoft excel, Bilingual, Microsoft word, Leadership, Computer literacy, Microsoft Office, Conflict Management, Content Creation, Writing Skills, Translation, trados, Memoq, computing CAT tools, attention to detail, Adaptability, curiosity

Education

Bachelor of Arts in Translation and Interpretation

THE UNIVERSITY OF DODOMA • Dodoma, TZA

11/2019

Specialized in translation, Communications, Marketing, Editing, interpretation, language coordination, language teaching, reviewing, language testing, Public relations, proofreading, QA testing and transcription.

Advanced educations

Muyovozi Secondary School • KASULU-KIGOMA, TZA

05/2016

KLF

KISWAHILI

ENGLISH LANGUAGE

FRENCH LANGUAGE