

EMPLOYMENT HISTORY



VIVIAN MALOBA

TRANSCRIPTIONIST,
TRANSLATOR

PERSONAL PROFILE

Passionate, talented multilingual Translator with a proven ability to translate written English to Swahili. A quick learner who can absorb new ideas and can communicate freely with people from diverse backgrounds. Three years experience in translation

SKILLS & ABILITIES

- Great at research
- Familiar with translation software tools like trados
- Translation, transcription and copywriting
- Ability to use Microsoft programs like word, excel, outlook
- Ability to work under pressure
- Proofreading and document review skills

CONTACT INFORMATION

Mobile/WhatsApp number: +254718834342
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malobavivian970@gmail.com
social media: Facebook-Vivian Maloba
Linkedin -Vivian Maloba
Proz-Vivian Maloba

Subtitle Translator

Iyuno Media, 08/2021-current

- Translated English subtitles to Swahili
- Applied cultural understanding to discern specific meanings beyond literal words
- Provided verbal summaries of non-English documents for immediate use
- Used translation memory software to verify consistency of translation within documents to improve efficiency
- Reviewed final works to spot and correct errors in punctuation, grammar and translation.
- Communicated effectively with clients to establish scope and requirements of translation, following up after submission of work to confirm satisfaction and understanding

Freelance translator

DayTranslations, 2020 to 2021

- Translating various articles, marketing documents, legal documents and other materials from English to Swahili
- Translating confidential company documents from English to Swahili
- Maintained excellent client experience and promoted services as a freelance translator.
- Reviewing and proofreading native language text (Swahili)

English-Swahili translator

PACTERA.COM, August 2021-Present

- Translating confidential legal documents and contracts.
- Translating machine related terms for use interface company based in China. The UI terms were not only for phone apps but also for websites.
- Using my software engineering knowledge, I ensured words were placed at the right sites in the software programs.

Translator, Transcriptionist, Interpreter

Translators without borders, 06/2019-02/2021

- A new NGO made its way into Kenya, it sought the services of a translator to translate their confidential documents as well as their speeches and mission statement.
- They also sought a transcriber to transcribe and translate instructions relayed to community leaders from instructors that had difficulty understanding Swahili.

EDUCATIONAL HISTORY

University of the people

Computer science

Year 2021-continuing

Pwani University

Bachelor of Education, English, Swahili

Year 2016 to 2021

Eagles Training Institute

Computerized secretarial course
Year 2016

