**ANNA CURTIS**

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*Nationality:* British

**EDUCATION**

2008-2012 **School of Oriental and African Studies, University of London**

BA (Hons) African Linguistics and Culture (First class)

Sep-Dec 2010 National Museums of Kenya – Advanced Swahili

Jan-Jul 2011 State University of Zanzibar – Advanced Swahili

2010 **TEFL**

Teaching English as a Foreign Language - 60 hour course.

2000-2007 **Tuxford Comprehensive School, Nottinghamshire**2007 A2: General Studies (A), English Literature (B), Biology (B), Drama (B)
2005 10 GCSEs: 1A\* (English Literature), 7A (Maths, IT, English Language, Chemistry,

 Biology, Textiles and Drama, 2B (Physics and French)

**EMPLOYMENT & EXPERIENCE**

Dec 2012 – Oct 2013 **Freelance Translation**

Undertaking translation from English to Swahili of a variety of written text, audio files and subtitling of videos. Includes government health pamphlets, legal affidavits, novels, poetry and content for documentary films.

Oct-Dec 2012 **Swahilihub, Nation Media Group, Nairobi**

 ***Intern***

Undertook web-editing of Swahili content for the Swahilihub website; selected content for the Swahilihub website; wrote occasional commentary pieces in Swahili for Taifa Leo newspaper; attended events and gave public speeches to promote interests and work of Swahilihub and the Swahili language.

Jun-Aug 2012 **ActionAid Thailand, Bangkok**

***High Value Fundraising Officer*** ***(fixed term contract)***

Helped to lay the groundwork for a high value fundraising program through the following activities: established a grant management database to track funding proposals and potential donors; extensively researched prospective institutional, corporate and individual potential donors; updated previous donor scoping research; compiled a report on fundraising in the Thai diaspora; drafted and edited proposals and project reports; provided support at and evaluation of fundraising events; wrote a support document to develop a rationale for why Thailand requires funding for development despite being a middle income country; visited projects and built relationships with partners and field staff; wrote project concept notes with strong cases of support for funding following site visits.

Sep 2011 - May 2012 **ActionAid UK, London (international NGO)
*Philanthropy and Partnerships Intern***

Provided support for the Research and Information team by researching prospective donors and presenting the findings clearly; proof read and edited reports for donors; matched potential donors to projects seeking donors; translated video footage from Swahili to English; sourced images, case studies and statistics for Project Information team; wrote briefing papers for events; assisted Events team with preparation for events; updated and inputted information onto Raiser’s Edge database.

Sep 2011 – May 2012 **SOAS Radio, London**

 ***Producer of Sema Sasa***

Produced live show recordings, produced pre-recorded shows, conducted weekly research to source content for shows; conducted and recorded interviews with guests for shows; wrote scripts for shows; managed all social media accounts.

April 2012 **Action on Disability and Development**

 ***Translator***

Translated transcribed case study interviews from Swahili to English.

Jun 2009 - Aug 2010 **Travail Employment Agency, Newark**

Undertook various client-facing hospitality roles for exclusive events and venues; worked as the first point of contact for customers; provided professional and excellent customer service; worked alone, in small groups and in large teams.

Jan-Aug 2008 **Dukeries Building Company, Mansfield
*Accounts Administrator***

Managed sub-contractor accounts including weekly budgets and sub-contractor payments; inputted invoices into purchase ledger; completed monthly Inland Revenue returns accurately and lawfully; assisted with payroll; provided PA support to Managing Director.

Jul-Aug 2006 **Africamp, Siaya District, Kenya**

 ***Scout Camp Assistant***

Organized and supervised activities for scouts from the Kenya Scout Association; prepared and cooked meals.

**CONFERENCES AND WORKSHOPS**

2012 Kongamano la Kiswahili na Tuzo za Wasta, Nairobi, Kenya, 10th October

2012 25th Swahili Colloquium, Iwalewa-Haus, Bayreuth, Germany. 18th-21st May

2010 1st RISSEA International Scientific Conference, Travellers Beach Hotel, Mombasa, Kenya 18th-20th November

2010 Coastal Province Ushairi Workshop for Secondary School Teachers, Swahili Centre, Mombasa, Kenya. 16th October

2010 23rd Swahili Colloquium, Iwalewa-Haus, Bayreuth, Germany 14th-16th May (presented paper on Magical Realism in Euphrase Kezilihabi’s book Mzingile)

**ADDITIONAL SKILLS**

**Languages** Advanced Swahili, basic French (GCSE)
**IT** Highly computer literate, experienced with MS Office . Completed 2 day database training

 on ‘Raiser’s Edge Essentials’. Typing speed of 60 words per minute.

**Security** Holder of UN Security in the Field II certificate – valid until 2015
**Driving**  Full clean UK driving license

**Music** Associated Board of the Royal School of Music: Grade 7 Flute, Grade 5 Musical Theory

**Acting** Selected for Nottinghamshire Education Youth Theatre 2004-2008

**REFERENCES** **AVAILABLE UPON REQUEST**