

**CURRICULUM VITAE**

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| **SUMMARY** |

Surrounded by a multicultural environment that allowed me to get excellent interpersonal skills and develop relationships with community members through excellent communication, I highly motivate my colleagues by sharing the knowledge required in our everyday activities. I do translation from English or French language to my mother tongue (Rundi/Kirundi) or English to French and vice versa. I do other social activities concerning project planning and management practice, research Project, and policy formulation. I can suggest solutions to society's socio-economic challenges and help in community development analysis, environmental protection through campaigns like birthday tree planting and strike for climate change. I can monitor and evaluate different projects where good public relation must be the key. Initiated with the participatory principals and methods during my course, I have mastered the best ways to work with people at all levels of communities and societies professionally with ethical values to successfully implement projects based on the organization's mission and vision. Understanding the essence of technology and networking in my field and their daily dynamic change, I am flexible for correction, cooperation, and readiness to be trained further to improve my tasks' competence and efficiency.

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**Credentials Institution/Body**

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| PhD Candidate in Social Transformation with specialization in Sustainable Devolopment. | Tangaza University College/The Catholic  |
| Master of Arts - **Project Planning and Management** | Catholic University of Eastern Africa (CUEA-Kenya) (2017 - 2019)English System |
| Bachelor of Science - **Civil Engineering** | Hope Africa University (HAU-Burundi) (2011 - 2016)French System |
| Diplôme A2 - **Rural Engineering**  | Ecole des Travaux Publics de GITEGA (ETP-GITEGA) - Burundi (2007-2010)French System |
| Ordinal level.- Second School Certificate | Lycée Communal de MUBIMBI - Burundi (2003-2007)French System |
| Primary School Certificate | MUBIMBI Primary School |

**Areas of Knowledge & Competencies**

* Localization
* Translation, Transcription, Subtitling, Voice Over, proofreading and editing of the documents from Medical, Social media, Social Science, engineering, environmental, Media sector from English or French to Rundi/Kirundi Language or from English to French and vice versa.
* Use of CAT Tools (MemoQ, WordFast, SDL Trados Studio, TW, LTB, and TMS)
* French Teacher
* Project Planning and Management
* Monitoring and Evaluation
* Research Projects (Market Research)
* Data Analysis
* Architectural Designs
* Project Costing and Estimations
* Project Scheduling and Critical Path Analysis
* Formulation of the bill of quantities
* Structural design, interpretation of shop drawings
* Soil Analysis and mechanics
* Irrigation and foundation engineering

**Work Experience**

**January 2021- December 2021: Tangaza University College/Catholic University of Eastern Africa (CUEA).**

* Translation, Transcription, Subtitling, Voice Over, proofreading and editing from English or French to Rundi/Kirundi or from English to French and French to English of the documents from the Medical sector, specifically medical terminology study guide, training materials, and medical bulletins. There are also documents from various institutions (schools, hospitals, Courts, Churches, …), and Social media content outsourced from different websites including Wikipedia.
* Translation of the documents for language study guide
* Transcription and proofreading of French and English contents.
* Knowledge in the use of the CAT tools including Translation Management System (TMS), Linguistic Toolbox (LTB), and Translation Workspace (TW) XLIFF Editor)
* Proofreading and editing of translated documents to produce quality works.
* French Teacher at Brighter College and Eagle Air Aviation College in Ongata Rongai
* PhD Candidate in Social Transformation with specialization in Sustainable Development at Tangaza University College, Kenya.
* Consultancy in Civil Engineering Tasks (Architectural Designs and Construction)

**January 2020- December 2020: Catholic University of Eastern Africa (CUEA) and Mass Industries Kenya Ltd.**

* Translation of the drug data sheets, health care survey and document for clinical trials English or French to Rundi/Kirundi or from English to French and French to English.
* Translation, Transcription, Subtitling, Voice Over, proofreading and editing of French and English contents.
* Research and article publication
* French Teacher at Brighter College and Eagle Air Aviation College in Ongata Rongai (2018-2020).

**January 2018- December 2019: Catholic University of Eastern Africa (CUEA) and Mass Industries Kenya Ltd.**

* Translation, Transcription, Subtitling, Voice Over, proofreading and editing of the medical, socio-media, social science, and engineering contents from English or French to Rundi/Kirundi or from English to French and French to English.
* Transcription and proofreading of French and English contents.
* I attended and presented my research paper on Household Livelihoods Security and Political Conflict in Ntahangwa District, Bujumbura Province, Burundi in JRIIE (the Journal of Research Innovation and Implication in Education). The presentation happened during its third International Conference held in Mombasa from 30th -31st October 2019; On Research and Innovation for Global Advancement: Challenges and opportunities.
* Graduated for Master’s degree of Arts in Project Planning and Management in Faculty of Arts and Social Sciences; Department of social sciences and Development studies on 25th October 2019.
* Attended and contributed as a reporter in the Directorate of Research& innovation First Joint Regional Conference organized by Catholic University of Eastern Africa (CUEA) and Chuka University held at CUEA from 25th to 26th June 2019. The theme was: Power Narratives in Kenya 2017 Elections and Citizens' Democratic Development Aspirations beyond the Polls.
* Active and satisfactory completion of the training program for Peer counsellors at Catholic University of Eastern Africa during the 2018/2019 academic year
* Short courses in Church management; May to June 2018 and May to June 2019
* Actively and satisfactorily participated in the 2nd Annual Humanities& Social Sciences Research Training Seminar from 19th to 22nd February 2019. Themes covered: Identification; Statement of the Problem & Formulation of Research Objectives, Study Questions & Hypothesis; Literature Review Process; Justification, significance, scope & Delimitation of the Study; Research Designs & Conceptual Framework; Sample size & Sampling Techniques; Reliability and Validity; Data collection Methods & Data Analysis Techniques, Data Collection Instruments & report Writing; Dissemination of Research Findings and the Role of Theory in Research.
* Active participation in the 5th Interfaith Youth Forum on Environment and peace. The theme was: “Connecting the Dots between human rights, climate change and sustainable development Goals (SDGs)," held on 28th and 29th September 2018 at Catholic University of Eastern Africa (CUEA)
* Attachment in construction of residential Building at Kileleshwa, Nairobi-Kenya in Young Tai China Company, July 2018-January 2019
* Capacity building in Monitoring and Evaluation during the Project Management Training in a workshop organized by New Life Mission in Ongata Rongai, June 2018
* Participation in the International Conference on Sustainable Security and Peace in Africa; held from 23rd -24th May 2018 at Tangaza University College
* Part-time Project Manager in Mass Industries Kenya Ltd

**January 2017- January 2018: Catholic University of Eastern Africa (CUEA) and Mass Industries Kenya Ltd.**

* Translation, Transcription, Subtitling, Voice Over, proofreading and editing of academic documents in social science, Social-media, medical, and environmental news from English or French to Rundi/Kirundi or from English to French and French to English.
* Transcription and proofreading of French and English contents.
* Participation in the academic affairs Committee Training held on 21st October 2017. The theme was "INTEGRITY IN LEADERSHIP." Topics were: Governance-Dimensions in leadership, Integrity in leadership, Personality in leadership.
* Contribution and participation in the INTERFAITH YOUTH FORUM held on 29th-30th September 2017 at Catholic University of Eastern Africa.
* Attendance to the National Conference of inter-Religious Dialogue (IRD) Network, held at Hekima Institute of Peace Studies and International Relation (HIPSIR) ON 28th -29th June 2017
* Coursework as a Part-time student for Masters of Arts in Project planning and management
* Community services organized by University
* Part-time Project Manager in Mass Industries Kenya Ltd

**June 2016 – January 2017: Mass Industries Kenya Ltd.**

* I have coordinated the detailed architectural drawings, schematics, shop drawings, and blueprints.
* I have prepared cost estimates and financial reports for administrative records.
* Conversion and interpretation of drawing into fabrication works.
* I did furniture and modelling (size and fittings).
* Prepared and set up machines and tooling for woodwork manufacturing.
* I operated woodworking machines, including saws and milling and sanding machines.

**January 2016 - May 2016: TASSI Construction Company (Burundi)**

* Coordinated and provided oversight for water irrigation design, setting-out, and civil works.
* I prepared standard costs (prices) for items as input into project costing.
* Scheduled a sequence of works plans for construction, accountability for the provision of materials.
* I Provided technical input regarding design, construction, or modifications as required.
* I reviewed shop drawings and provided comments on conformance/non-conformance to the architect.
* I acted as a liaison between architect and contractor and met the construction budget by monitoring project expenditures; identifying variances; and implementing corrective actions.
* Conducted on-site observation and spot-checks of work in progress.
* I was responsible for ensuring the contractor's contract compliance, such as conducting tests specified in the contract, installing materials/equipment specified in the contract, and reporting deficiencies to the Project Manager, Architect, and Contractor.
* Coordinated and provided oversight in health and safety exercises and routine checks based on the policy specified.

**March 2015 - June 2015: L.N.B.T.P (Laboratoire National du Bâtiment et des Travaux Public) - National Laboratory and Building Works (Internship)**

I gained experience in

* Soil Mechanics and Analysis,
* I did the evaluation and classification of soils, including soil and water weight-volume relationships.
* I got experience in the evaluation of the state of stress and shear strength of soil masses.
* I did the estimation of seepage volume and settlement through a compressible soil mass.
* I did the calculation of the bearing capacity of shallow and deep foundations.
* I did the computation of the footing thickness required for a building system.
* I was able to identify and calculate the parameters needed for the design of foundations, including footing settlement, end bearing of piles, and earth pressure coefficients.

**Computer Skills:**

* Microsoft Office Suite
* Memoq
* MEMSOURCE EDITOR
* TMS,LTB and TW
* Wordfast Professional
* SDL Trados Studio
* Archicad
* SPSS

**Languages:**

* English: Very Good
* French: Native Speaker
* Kiswahili: Good
* Kirundi (Mother Tongue): Excellent

**Interests:**

* Reading and Learning
* Projects Development
* Environmental Protection
* Music
* Football

**Referees:**

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