**CURRICULUM VITAE.**

**1. Contact Information.**

First name: Sylvestre

Last name: BIZIMANA

Nationality: Rwandan

Current residence: Kigali, Rwanda.

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**2. Personal Statement.**

Within seven years of experience, I have been a Professional Transcriber and Translator in four languages which are English, Swahili French and Kinyarwanda including data processing and data collection.

I am also highly skilled in teaching those languages in Rwandan secondary school within more than five years of experience.

**3. Professional Experiences.**

2023: English to French: **translator** at US Translations (16000 words)

2023: French: **quality analysis** at Eccelente Private.

2023: English to Swahili**: General medical translator at** Tomedes (7000 words)

2022: English to Swahili: **Preaching and theology translator** at New World Trans (17000 words)

2022: English to Kinyarwanda **Patient-facing content Translator** at SawaTech (6000 words)

2022: English to Kinyarwanda **IT and Technology Translator** at Reutrans(9000 Swords).

2022: English to Swahili general **translator** for UN refugees (25000 words)

2022: French **Quality analyst** at Wow AI (30 hours)

2022: Swahili **Transcriber** at Eccelente Private (20 hours)

2021: French **Data recording** at Waw AI (2 hours)

2021: English to Kinyarwanda IT and Technical **Translator** at K-International (12000 words)

2021: English to Kinyarwanda Legal **Translator** at Bayan-Tech (30000 words)

2021: French **Transcriber** at Kumpenny Solutions (20 hours)

2021: English to Kinyarwanda Medical **Translator** at Keynes Language Services (9000 words)

2020-2021: Kinyarwanda to English Facebook Litte Translator at EAST-Localize (35000 words)

2020-2021: French Transcriber and Quality Analyst at VOXTAB (Crimson Interactive Inc.) 2017-2020: French Quality analyst at Edatafam LLC (50 hours)

2014-2019: A Teacher of different languages English, (Kinyarwanda, Swahili and French) in Rwandan Secondary schools.

**4. Academic Background.**

2021-2023: Bachelor degree in English and Swahili (Kiswahili) with Education from University of Technology and Arts of Byumba.

2021-2023: Advanced Diploma in English and Swahili (Kiswahili) with Education from Kigali Institute of Education.

2008-2010: An Advanced Certificate of secondary school in Languages (English Kiswahili and Kinyarwanda) at APEKI- TUMBA Secondary School.

2006-2008: A result slip of ordinal level of secondary school at APEKI-TUMBA Secondary School.

**5. Computer Skills.**

- Microsoft Office such as Word, Excel, Power Point, Google Sheets, including transcribing and translating tools such as Loft 2.0 , Croud Source, Workbench, Shaip, Memos Q, Trados,Word Bee and many more .I am also skilled in Internet navigation and information analysis.

**6. Personal skills.**

-Communication skills, Cooperation skills and motivation skills.

**7. Referees.**

Shivangi Tyagi: Vendor Coordinator at Eccelente Private

Nga Vuong Gabby: Vendor Manager at Waw AI.

Rachitha Shivarudrappa Umashankar:Vendor manager at US Translation.

I, Sylvestre BIZIMANA certify that the information I have provided is true and sincere.

**Sylvestre BIZIMANA**