

Translator Resume

Name: Edwin Matheri

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Dedicated native English-Swahili translator with years of study and job experience in Swahili-speaking communities. Simultaneous translation between all parties during in-person and teleconference meetings is one of my remarkable translation skills. Translated all types of documents like resume from large and small executive organizations. I can always be counted on when it comes to verifying and correcting translated content.

Capable of providing one-on-one coaching and professional development courses to other translators. I'm interested in supporting positive cross-cultural interactions, and I'd like to design educational materials and coursework to help my coworkers better understand and develop cultural sensitivity.

Skills

- Fluent in Swahili, including colloquialisms, business terminology, and other jargon
- Proficient in a variety of computer programs, including Microsoft Word, Excel, PowerPoint, Wordfast, and SDL Trados.
- Meticulous and thorough.
- Ability to communicate effectively both orally and in writing, including the preparation and delivery of presentations.

Work Experience

- Translate English to Swahili written and oral conversations.
- Finished up a backlog of written translations and entered data into a digital database.

- Review and verify translation work, including materials produced by third-party translation providers, as needed.
- Briefed overseas counterparts via video conference on translated documents.
- Serving as on call conference translator.

Education

DataTelents College- Diploma IT (2000)