

TRANSLATOR CURRICULUM VITAE

ARINAITWE EMMANUEL

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Native Ugandan Munyankore

PROFILE

Skills

Project management, Translation, Report and Proposal writing

- Good reporting skills and proficiency in the use of presentation tools such as PowerPoint;
- Project management and research methodologies
- Translation skills in Luganda, Runyakore and Kinyarwanda to English and vice versa
- Editing, proof reading and submitting of final copies of reports and translated documents
 - Ability to deliver effective results, meet tight deadlines and targets.
 - Vendor management skills.
 - Skills in managing and organizing simultaneous interpretation events
- Ability to manage sensitive documents and information and ensure confidentiality in a professional work environment

Computer Skills

- Competent keyboard skills to produce accurate and well presented
- Ability to present information in forms, tables, power point and spreadsheets.
- Strong skills in Microsoft Word, Excel, power point, Access and Internet.
- Skills in using WordFast and Microsoft Outlook
- Able to work on documents in Adobe Design and use of Adobe Photoshop

General administration

- Ability to pay attention, highly organized and ability to prioritize work.
- General administration
- Facilitation of trainings
- Front office and secretarial skills
- Secretarial, administrative, and front office duties,
- Ability to connect to different service providers and linguists can easily coordinate different types of translations by different linguists
- Vendor Management skills

Working Language Pairs

- Luganda <> English
- Runyakore <> English
- Kinyarwanda <> English

WORK EXPERIENCE

APRIL 2021 – Present

Freelance translator

I started my freelance work for translation and transcription in Luganda, Runyankole, Kinyarwanda and English.

However, having worked as a vendor manager before, I also have colleagues who are natives and professionals and can assist in other languages like, Lusoga, Acholi, Langi, Lugbara, Lumasaaba, Somali, Kiswahili, Rutooro, Kikuyu, Arabic, French and Portuguese

2017- Present

Ugaafrik Editors Limited

Luganda and Runyankore senior translator

I oversee all translations and head a team of Luganda and Runyankore translators.

I do translations and proofread Luganda and Runyankore translations done by junior translators

April 2018 – April 2021

Translate 4 Africa limited (T4A)

Account manager & projects coordinator,

I worked as a vendor manager and Projects coordinator, coordinating and managing translation projects between the company, translators and the clients. In addition, I controlled the finances to make sure that translators are paid on time and the clients pay on time

I coordinated interpretation services for several events in several countries like Senegal, Uganda and Rwanda

Managed translation projects in very many languages but mostly I managed a translation project, which involved translation of about 65 Christian books of Dag Heward mills by sourcing and managing translators who translated the books worth 2,000,000 words to Chichewa, Kirundi, Arabic, Samoan and Kinyarwanda

I translated several materials from English to Luganda and Runyankore for FOWODE, advert materials for TUGENDE, from English to Runyankore, Translated and Proof read Domestic Workers Handbook Print- Uganda Hotels, Food, Tourism, Supermarkets & Allied Workers Union-(HTS-Union), Uganda

Hobbies

Researching new ideas, reading inspirational books. Translatin, data management

REFEREES:

Available up on request