

AKALIZA EVELYN

KIGALI, RWANDA

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akalizaeva25@gmail.com

OBJECTIVE

A motivated, adaptable and responsible Development Studies graduate. My studies and my experience have all been in these areas, and I am currently looking to progress my career in a more challenging role. I have a customer-focused approach to work and strong drive to see things through to completion.

EDUCATION

**University of Rwanda
(2012-2016)**

**Huye, Butare,
Southern province, Rwanda.**

**Bachelor of Arts, Political
Science in Development
Studies.**

EXPERIENCE

05/2021-05/2021

**Freelance technical translator/Interpreter • African Evangelistic
Enterprise Rwanda (AEER)-HELP A CHILD-RWANDA, Kigali.**

Converting concepts in the source language (Kinyarwanda) to equivalent concepts in the target language (English).

Edit, standardize, proofread, revise and finalize translated material prepared by other employees and contractors.

Organize translated material and finalize translation according to set standards regarding order, clarity, conciseness, style, and terminology.

Check original texts or confer with authors to ensure that translations retain the original material's content, meaning, and feeling.

Check translations of technical terms and terminology to ensure that they are accurate and remain consistent throughout translation revisions.

03-2021- -05-2021

Script writer/developer/voice actor • Rwanda Education Board
Script editing and proofreading.

Table reading.

Voice acting.

Worked collaboratively in a team environment.

Accomplished the delivery of 48 episodes projects on time.

2020-09 - 2021-01

Script writer/developer • *Rwanda Education Board (REB), Kigali*

Develop and research ideas for original movie screenplays.

Create an initial framework or treatment, for screenplays.

Write or adapt a story into a script.

Meet with film executives to pitch screenplays and ideas.

Weave together visual elements in scenes with plot and dialogue.

Work with producers and directors to edit and adjust the script as needed.

2019-04 - 2019-04

Freelance technical translator/Interpreter • *African Evangelistic Enterprise Rwanda (AEER)-HELP A CHILD-RWANDA, Kigali.*

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2018-11 - 2019-03

Intern (sales & marketing department) • *Center for Education Network (CEN), Kayonza*

Explain and advertise CEN.

Recruit and register potential scholars and scholarship seekers and visa seekers.

2018-09 - 2018-12

Intern (DAP PROGRAM) •DOT RWANDA, Kayonza

Collaborating and working with local leaders in the mobilization of citizens.

Mobilization of citizens at local meetings and groups to register for the DAP program.

Delivering the DAP program training/content to citizens which aims at improving digital literacy in their communities.

Under the guidance of DOT Rwanda supervisor, lead to awareness sessions to recruit program citizen.

Coordinate all the logistics and administration procedures in regards to training citizens.

Ensure application of digital literacy skills by citizens into their livelihoods.

Learn and contribute to the localization of the dap digital literacy curriculum.

Mentor and coach Mozilla clubs' captains to run citizen clubs.

Participate in DOT's Youth Leadership Program (YLP) to continuously gain the tools, skills, and knowledge to act as catalysts of change in your communities.

Use skills and knowledge gained through the YLP to start a social enterprise or pursue a digitally enabled job.

Support other youth to enroll in DOT's youth leadership program as part of a community program.

Actively participate in on-job periodic capacity face to face building workshops.

Under the guidance of my supervisor, work to increase program awareness, buy-in and participation by the community.

Enroll and register citizens within the DOT registration database, upon completion of the citizens training session, update the registration database and send it to their supervisor.

Conduct monitoring and evaluation surveys of citizens and partners including baseline, program review and outcome surveys.

Gathering the lesson learned key challenges and share them with their respective supervisors.

2018-01 - 2018-08

Professional Intern and volunteer • Urugo Women Opportunity Center (Women for Women International, Rwanda), Kayonza

Primary activities in the organization include;

Assisting with general office activities as determined and directed by the office manager.

Finance and Administration department;

Data entry, filing and general coordination.

Assist in managing the flow of paperwork.

Assist and facilitate staff as necessary and whenever and however needed.

Yoghurt Production unit;

Collecting milk and yoghurt processing i.e., Collecting milk from the diary, testing it and transporting it to the yoghurt industry.

Assisted with yoghurt preparation.

Cleaned and kept orderly condition of working space.

Prepared yoghurt by sorting, washing and cleaning equipment and refrigerator.

Placing product into fridges, ensuring proper labelling, sealing, coding and packaging.

Maintained work relationship with other employees.

Reception;

Dealing with bookings via telephone and online using a hostel management system.

Completing procedures when guests arrive and leave.

Choosing rooms and handing out keys.

Preparing bills and taking payments.

Answer phones and operate a switchboard.

Schedule meetings travel arrangements, do paperwork and perform administrative tasks.

Supply management.

Responsible for managing telephone reservations or guest departures (checkouts).

Answer inquiries about the company.

Perform basic bookkeeping, filing and clerical duties.

Update appointment calendars.

Schedule follow-up appointments.

Kick start and manage the social media platforms; Instagram, Twitter and Facebook.

2017-03 - 2019-03

Freelance Translator/Interpreter • *Laterite ltd, Remote*

Converting concepts in the source language (Kinyarwanda) to equivalent concepts in the target language (English).

Rendering spoken messages accurately, quickly and clearly.

Reading through original material and rewrite it in the target language, ensuring that the meaning of the source text is retained.

Using specialist dictionaries, thesauruses and reference books to find the closest equivalents for terminology and words used.

2015-08 - 2015-08

Academic Intern (Inclusive Education Project) • *Handicap International Rwanda Program, Kigali*

Theory and field studies related to the disabled and inclusive education.

Got an insight/practical knowledge on handicap international's basic focuses i.e., Prevention, health and rehabilitation, social, economic

inclusion and citizen's participation, protection against gender, age and disability-based violence.

Got access to research and research and handbooks about people with disabilities and mainly on inclusive education.

KEY SKILLS

VOLUNTEERING

2018-03 - 2018-08

Urugo Women Opportunity Center Volunteer Yoghurt production unit;

Organizational Skills

Communication Skills

Adaptability

Time Management Skills

Teamwork

Data Collection

Leadership Skill

Computer Skills (*Ms-Word In Office Application, Ms-Excel In Office Application, Ms-Power Point In Presentation, Internet Application*)

Problem Solving

Customer Service

Use Of Stata Software

Strong Work Ethic

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CERTIFICATES

COMPUTER TRAINING

Computing basics with windows.

Ms-word in-office application.

Ms-excel in-office application.

Ms-power point in a presentation.

Internet application.

BAKING AND PASTRY

Managing all day-to-day operations of the pastry and bakery section of the bakery.

Preparing a wide variety of goods such as cakes, cookies, bread, etc. Following traditional and modern recipes.

Being able to produce all baked goods including but not limited to artisan bread and rolls, muffins, cookies and biscuits, corns, etc.

Being able to develop, designs, or create new ideas and items in the bakery.

Ensure excellent quality throughout the cake, pastry dessert offerings.

Follow proper handling and the right temperature of all food products.

Decorating cakes, pastries and desserts using different types of icing and toppings etc. And ensure the food presentation will be beautiful and exciting.

Assisting in determining how food should be presented and creates decorative food displays.

REFERENCES

Dr. Ndahiriwe Innocent

Supervisor-Dissertation, University of Rwanda

Mrs. NYAMVUMBA Joy

Hospitality and Sales Manager, Urugo Women Opportunity Center, WfWI EC, LLC.

Munyakazi Epiphanie

Supervisor in translation (AEE- Help a child-Rwanda), AEE -Rwanda-Help a child-Rwanda.

Mandela Elie

Supervisor in translation at Laterite Ltd, Unknown
