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| **Curriculum Vitae**  **ISSE BILE SALAT**  **Contacts:**  **P.O. Box 21681-00100,**  **Nairobi, Kenya,**  **Email:issebile@gmail.com,**  [**Tel:254-727653551**](tel:254-727653551). |

**PERSONAL INFORMATION**

* **Date of Birth: 3rd, March, 1990**
* **Gender: Male**
* **Marital Status: Single**
* **Nationality: Kenyan**
* **Place of Birth: Kismayo,Somalia**

**LANGUAGES**

**English Fluent**

**Somali Native**

**Kiswahili Fluent**

**Arabic Fluent**

**Dear Sir/Madam,**

**Relevant Experience and Qualifications:**

A dynamic and flexible young Somali man aged 26, expert in typing contents, translating documents(high profile and including secrets), transcriptions of voices-all from Somali to English and vice-versa,  
Good in analytical and research skills and accurate data Entry. Search Engine Optimization (SEO), Word Press, Interpretation, High level of computer skills: word, mavis Beacon typing, excel ,and perfect in doing online research, translation and transcription of recorded voices both legal and highly confidential.  
I speak four Languages: Somali ( Native), English. Kiswahili and Arabic.  
I have 6 years experience in doing and involving the above skills   
  
- Line of education: Education particularly Teaching, I am now a translator at Alif Translate.  
- Translation experience (since when I have started working as a translator): I started being an interpreter of Somali-English in 2010 then I developed and turned to be effective Translator (6 years).

**Approach to the Job:**  
My services including and not limited to the following:  
First my hourly rate makes you happy ( I always welcome the planned budget of my client)  
My typing speed and my accuracy won't make you dull, I have got 24/7 internet services and a conducive environment to accomplish the required work,  
I do a draft of my work before sending the final and the fair copy.  
Knowledge of the computer gives me to format my projects and suit to the satisfactory of my clients.  
I do proof reading ,translation, transcription of highly confidential and secret projects.  
I guarantee accurate translation, professional attitude and deadline commitment. Feel free to contact me.

**RATE:** The price will be calculated based on the number of words in the original text (source) or, by agreement, based on the number of pages in the original text. However, the price of the translation may also depend on: 

* the nature of the original text, especially its technical complexity
* its format
* its length
* the urgency of the translation

In order to be able to provide a free quote, I need to receive at least a couple paragraphs of the text that needs to be translated and/or a general description of the text, information about its length, and the due date. Usually I would be able to revert to you with a quote within a couple of hours (slightly longer at the weekend).  
  
The quote will be binding once accepted, and will include the elements agreed upon before starting the translation process. Any significant changes or additions made to the original text during the translation process will naturally generate additional costs. In no other case will this initial quote be subjected to changes.

**CAREER OBJECTIVE**

* To use my knowledge, skills and experience to make significant and lasting contribution in my work place and to the entire society.
* To deliver competently, diligently and excellently overcome all challenges in the current business environment.
* To opt for quality than quantity when delivering my services.
* To utilize professional experience and expertise to the fullest potential, and to continuously seek learning opportunities in the workplace with the aim of making a positive difference in the lives of people in social development sectors including education, health, youth livelihoods and the field of communication particularly translation and interpretation.

**PORTFOLIOS:**

**I successfully completed two long projects. See the below link which I have the permission to use as part of my achievements.**

* **This is one of the longest projects I ever did.**
* [**https://www.studi.se/**](https://www.studi.se/)

**This is an educational website the deals with translation of subjects taught both in primary and secondary level for the benefits of the refugees in Sweden and Tanzania.**

**I was the sole translator of the Somali part. The job included subtitling, voice over and quiz translations and main manuscript translations.**

**A sample of my translation of Both Mathematics and Physics can be obtained from the links below:**

[**https://docs.google.com/document/d/1Eyd3zxvQWWitraMpAQGSyta\_J9b4VL70MPTR4C15e2Y/edit**](https://docs.google.com/document/d/1Eyd3zxvQWWitraMpAQGSyta_J9b4VL70MPTR4C15e2Y/edit) **(kindly avoid editing/deleting it)**

**Others include bulky translations of stories, general translations, legal translations, medical translations, security and court case translations.**

**EDUCATION BACKGROUND**

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| **PERIOD** | **INSTITUTION** | **AWARDS** |
| **January 2013 to date** | **University of Nairobi** | **Bachelor of Arts: political science, public admin, sociology and conflict and peace studies.** |
| January 2008 to November 2010 | Dagahaley Academic Union (DAU)  Garissa, Kenya  Computer society of kenya | Diploma in computer studies ( mainly in Microsoft office)  Attained: upper credit  Certificate in computer  Attained: A- |
| March 2010 to August 2010 | Windle Trust Kenya,  Garissa, Kenya | English Language Communicative Skills  Attained: distinction |
| February,2003 to Novermber, 2006 | Dagahaley Secondary School, Dadaab  Garissa, Kenya | Kenya Certificate of Secondary Education  (KCSE)  Attained; B Plain |
| January, 1996 to November,2003 | Juba Primary School | Kenya Certificate of Primary Education  (KCPE)  Attained 300 Marks |

**WORK EXPERIENCE**

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| **Position** | **Translator/Transcriber ( English, Somali and Kiswahili)** | **Time Period** | September,2014-Date |
| **Name of Employer** | **Alif Translate** | **Duty Station** | Nairobi, Kenya |
| **Summary Description of the Job** | | | |
| * Translating and transcribing of documents. * Researching the target needed from all search engines.\ * Report writing including daily and weekly report. * Doing survey and personal initiative that helps the company. * Audio transcriptions and voice over. | | | |
| **Position** | **Language teacher ( English, Kiswahili and Somali)** | **Time Period** | September,2009-Date |
| **Name of Employer** | **Dagahaley Academic Union (DAU)** | **Duty Station** | Garissa, Kenya |
| **Summary Description of the Job** | | | |
| Duties included:   * Teaching and preparing students for examination and providing guidance and counseling to students on various issues including career choices and responsible living. * Sports club patron, with in the institution. * Effectively implemented the curriculum in any school. * Conducted routine Continuous Assessment Tests. * Participated in the strengthening and implementation of co-curricula activities. * Took part in community sensitization and mobilization in support of a girl child education. * Displayed a remarkable improvement in both academic work and discipline. * Guiding and counseling pupils with or without special needs. | | | |

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| **Position** | **Primary teacher** | **Time Period** | May, 2009-July, 2009 |
| **Name of Employer** | **BOMU PRIMARY SCHOOL** | **Duty Station** | Mombasa, Kenya |
| **Summary Description of the Job** | | | |
| * Duties included teaching and preparing students for examination and providing guidance and counseling to students on various issues including career choices and responsible living. * Sports club patron, with in the institution. * Effectively implemented the curriculum in any school. * Conducted routine Continuous Assessment Tests. * Participated in the strengthening and implementation of co-curricula activities. * Took part in community sensitization and mobilization in support of a girl child education. * Displayed a remarkable improvement in both academic work and discipline. * Guiding and counseling pupils with or without special needs. | | | |

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| **Position** | **SECONDARY SCHOOL TEACHER( Bio and Agri)** | **Time Period** | June, 2007-Sept, 2007 |
| **Name of Organization** | **Care-Kenya- emergency operation. Dagahaley sec.** | **Duty Station** | Dadaab, Kenya |
| **Summary Description of the Job** | | | |
| * Duties included teaching and preparing students for examination and providing guidance and counseling to students on various issues including career choices and responsible living. * Sports club patron, with in the institution. * Effectively implemented the curriculum in any school. * Conducted routine Continuous Assessment Tests. * Participated in the strengthening and implementation of co-curricula activities. * Took part in community sensitization and mobilization in support of a girl child education. * Displayed a remarkable improvement in both academic work and discipline. * Guiding and counseling pupils with or without special needs. | | | |

**OTHER EXPERIENCES**

**16/05/2007 TO 30/06/2007 contracted by UNHCR as a Somali/English registration interpreter.**

* Interpreting during verification interviews
* Fingerprinting exercise as well as assisting in the registration of asylum seekers

**8th, August, 2009-21st, August, 2009- Carried out Disability survey for UNHCR**

It was involved finding out the livelihood of the disable refugees in Nairobi. It was a door to door visit of disable refugees in Nairobi at their homes and filling questionnaires.

**Jan, 2002- Dec, 2004 Voluntary Member of Sports committee, CARE- Kenya**

* Duties involved motivation in sports activities and counseling services to players
* Peace initiative among youth and importance of sports to social interactions

**April, 2005-Feb, 2006-Member of community volunteers for reproductive health-**

**NCCK, Dagahaley camp, Kenya**

* Helping community in sensitizing effects of female Genital Mutilation (FGM)
* Providing support in carrying out campaigns of vaccinations
* Helping refugee community on educating importance of girl child education

**COMPETENCES**

* Ability to produce field reports and well organized records.
* Ability to analyze data and communicate it in more comprehensive way.
* Ability to perform duties within the budgeted resources and scheduled time frame.
* Able to work under no or minimum supervision.
* Tendency to be a role model at the work environment.
* Able to integrate and socialize positively with any kinds of staff at different levels.
* Motivated by performance and achievements at work.
* Ability to listen from seniors and independently initiate procedures conforming to required format of the organization
* Ability to learn fast from previous experiences.

**SPECIAL SKILLS**

* Strong research skills
* Good interpersonal and communication skills
* Sound planning skills
* Good analytical skills
* Team player
* Effective in implementing the education curriculum

**COMPUTER SKILLS**

* Proficient in word processing -Ms word,
* Presentation -Microsoft Power Point and publisher,
* Data base collection and spread sheets -Excel and Access
* Accounting package: QuickBooks,

**HOBBIES AND EXTRA CURRICULAR ACTIVITIES**

* Engaging in community service and charity work
* Sports management
* Motivational speaking
* Playing football and hockey game
* Reading

**REFEREES**

Mr. vangustaff

Studi.se production both translation and interpretation

**\*Komplementskolan AB / Studi.se\***

**\*Gustaf Hård\* Projektledare och Support\***

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**Telephone: +46 735 899 555**

**Skype: Metukan**

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Morris Muli,

Manager at Alif Translate

Mobile: 254-729070038

Email: **moha1197@hotmail.com**