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| Jean BAPTISTE NDUNGUTSE  Kigali · +250 785 50 20 27  baptyc@gmail.com |
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# Experience

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| May 2017 – ToFREELANCE-translation palace ltd, Translation legacy ltd  * Translate Tech documents from ***English to Kinyarwanda, French to Kinyarwanda***. * Review final works to spot and correct errors in punctuation, grammar and translation * Applied cultural understanding to discern specific meanings beyond the literal written words * Transcribing * Trans create * Subtitling * Localization |
| July 2016- February 2017communication assistant, global help to heal gisenyi project  * Translation and Interpreting * Taking meeting minutes * Support international correspondents on field trip * Respond to the phone calls * Managing extensive support functions including writing correspondence, communicating with multi-functional staff, running errands, and coordinating general household operations. * Organize meeting, training and manage Appointment * Assist the department on monitoring and evaluate the behavior of children * Support the development and the implementation of communications interventions to promote the adoption of positive behaviors * Support the program to document and share the success * Event Management  November 2011-August 2013RECEPTIONIST, MORIAH HILL RESORTGreeting incoming guests and customers in professional manner and provided friendly, knowledgeable assistance.Corresponding with clients through email and telephoneResolving client’s problemsAnswering telephone from clients, vendors and public |

# Education

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| September 2012- july 29- 2016bachelor’s degree in language translation and interpreting, from university of rwanda  * Translation and Interpreting |
| November 2011high school diploma in languages, ecole D’arts de nyundo  * English-French and Kinyarwanda |

# Skills

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| * Fluent in English, French and Native in Kinyarwanda * Clear communication of complex ideas * Strong verbal communication * Microsoft packages * ICT knowledge | * Strong on meeting the deadline * Problem solver * Team player * Organized and detailed * Enthusiastic * Active listener |

# references

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