

RESUME

Melkie Admassu Bogale

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Address: Gondar, Ethiopia
Birthday: May 31, 1983.
Sex: Male
Nationality : Ethiopian

CAREER OBJECTIVE

I seek a challenging life long career in the field of translation, interpretation writing and editing in an organization in which there is a well developed culture of learning and training.

TECHNICAL SKILLS

Excellent in Microsoft Office (MS Word, PowerPoint, Excel), Internet, etc.

WORK RELATED PERSONAL AND SOCIAL SKILLS

- Excellent written and spoken communication skills both in Amharic and English
 - Very efficient and organized
 - Excellent time management skills
 - Ability to work long hours
 - Curious to learn new things/systems.
 - Excellent digital literacy skills
 - Work independently or as part of a team
 - Excellent Social skills.
 - Very much interested in humanitarian works(see the 'Responsibilities' section below)
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LANGUAGE PROFICIENCY

- ❖ Mother tongue: Amharic (Native Speaker)
 - ❖ Other languages: English (**Excellent** in *Writing, Reading, Listening* and *Speaking*)
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EDUCATION AND TRAINING

- MA in Literature in English (2011)
Mekelle University, Mekelle, Ethiopia.
- BA in Foreign Language and Literature(2006)
Debu (now, Hawassa) University, Hawassa, Ethiopia.
- Higher Diploma Training (2013).
Aksum University, Aksum, Ethiopia.
- IELTS- Train the Trainer (2019).

University of Gondar, Gondar, Ethiopia.

- Employability and Job Readiness Skills Training (2021).
University of Gondar in collaboration with *Dereja.Com* and *Master Card Foundation*, Bahir Dar, Ethiopia.
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WORK EXPERIENCE

- ***Translator and Interpreter***, United Nations Mission In Liberia (UNMIL) Liberia, West Africa(2007).
 - ***Translator and Editor*** under the Office of the Vice President for Research and Technology transfer, University of Gondar, Gondar, Ethiopia.
 - ***Editor of Sebez***, A Biannual Bilingual Magazine published by the College of Social Sciences and Humanities, University of Gondar.
 - Lecturer, Department of English Language and Literature, University of Gondar, Ethiopia(2008-2022).
 - ***IELTS and Employability and Job Readiness Skills Trainer***, University of Gondar.
 - ***Higher Diploma Leader(Trainer)***, University of Gondar(2016-2018).
 - Researched (as a Co- investigator) on such thematic issues as Disadvantaged Groups (The Elderly, OVC, etc.), Women Empowerment, and Media and Conflict).
 - ***Freelance Editor, Proofreader, Translator, and IELTS and Related Skills Trainer.***
 - Authored published articles, English poems, book chapters, reviews,...
 - Produced/compiled teaching materials, modules and training manuals.
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SOME OF THE PROFESSIONAL TRAININGS I HAVE OFFERED

- ✓ *Higher Diploma Program (a professional training Program)* offered to faculty members of higher institutions), university of Gondar, 2016-2018.
- ✓ *IELTS and other English Language Skills related Training* offered to the faculty members of University of Gondar, 2019.
- ✓ *Spoken and Comprehension English Training* to the Teaching and Administrative Staff, St. George's School, Gondar, July to September 2017.
- ✓ *Job Related Training for Prospective UGD Students* of University of Gondar,2018.
- ✓ *Curriculum Vitae (CV) and Application Letter Writing, Job Interview, Job Searching Techniques and Communication Skills training* for Prospective Graduates of University of Gondar,2019.
- ✓ *'Training on Voter Registration' and 'Training on Voting'* offered to poll workers of the Ethiopian General Election of 2021.
- ✓ *Soft Skills and Related trainings* to prospective graduates of University of Gondar, 2021.
- ✓ *IELTS Related English language training*, University of Gondar, 2021.
- ✓ *Training Trainers, Supplementary Reading Material Development* program run by World Vision –Ethiopia(2022).

ACHIEVEMENTS AND RECOGNITIONS/ AWARDS

1. Staff Appreciation Award from *United Nations Mission In Liberia (UNMIL) Liberia, West Africa*, for working as a dedicated *Interpreter and Translator*.(2006-2007)
2. United Nations Peace Keeper Medal Award from *United Nations Mission In Liberia (UNMIL),Liberia, West Africa*, for successfully serving as a *Peace Keeper*(2006-2007).
3. A Recognition Paper from the Research Directorate of University of Gondar for working as a per time professional *Translator and Language Editor* of research, Community Service and Technology Outputs of the university (2022).
4. Certificate of Participation from the College of Social Sciences and Humanities, University of Gondar, for actively participating a *Monthly Book Review Seminar* (2018).
5. Certificate of Recognition from University of Gondar for *Editing/Reviewing the Language of/ Academic Staff Recruitment and Transfer Guideline and Academic Staff & Technical Assistants' Scholarship Guideline prepared from 2017 to 2018*.
6. Certificate of from Aksum University for participating in the *Higher Diploma Program* as a *Trainee*, Aksum (2013 - 2014)
7. Certificate of Recognition from University of Gondar for participating in the *Higher Diploma Program as a Trainer/Leader*(2016 - 2018).
8. Certificate from the British Council- Ethiopia for actively participating in the *IELTS-Train The Trainer* Program as a *Trainee*.
9. Certificate of Recognition from St. George's School (a charity school supported by Broom Wood and Hull School, London)-Gondar, for *Successfully Delivering Spoken and Comprehension English Training to Teaching and Administrative Staffs* (from July to September,2017).
10. Certificate of Recognition from University of Gondar for participating in the *Job Related Training for Prospective UGD Students of University of Gondar* as a *Trainer* (2018).
11. Certificate of Recognition from University of Gondar for participating in *CV and Application Letter Writing, Job Interview, Job Searching Techniques and Communication Skills training for Prospective Graduates of University of Gondar* as a *Trainer*(2019).
12. Certificate of Recognition from Addis Amba College, Gondar, Ethiopia, for *Preparing a Communicative English Skills Module* (2018) .
13. Certificate of Recognition from Addis Amba College, Gondar, Ethiopia, for *Editing a Basic Writing Skills Module* (2018) .
14. Certificate of Recognition for giving a *Voluntary Free Service* on *How to Prevent Malaria and HIV /AIDS, A Campaign Organized and Led by the National anti Malaria Association and Amhara National Regional State Secretariat for Preventing and Controlling HIV AIDS*, Bahir Dar and Addis Ababa, Ethiopia (2000).
15. Certificate of Appreciation from Aksum University for *Presenting a research paper on 'Service Quality of Tourism Products and Customers' Satisfaction in Aksum Town'*, (from September 24-25, 2015)
16. Paper of Recognition from Aksum University for successfully serving as a *Team Leader* for literature courses at the university(2014).

17. A Recognition Paper from the department of Languages, Journalism and Communication, Aksum University, Aksum, for **Proofreading** and **Editing** a Draft Anthology of Amharic Poetry which was given to the department for a voluntary professional help (2015).
18. Certificate of Appreciation from University of Gondar for actively participating in the **Tutorial Program** organized by College of Social Sciences and the Humanities, for *Hidar 11* Grade 12 National Examination examinees as a **Tutor** (2017).
19. Certificate of Recognition from University of Gondar for **Delivering Soft Skills and Related Training to Prospective Graduates of 2021**.
20. Certificate of Recognition from University of Gondar for **Providing IELTS Related English Language Skills Improvement Training to the Faculty Members** of the university (2019).
21. A Recognition paper from the Department of English Language and Literature, University of Gondar, for **Translating** (from English to Amharic) a training '**Manual For Facilitators**' of **World Vision-Ethiopia**(2016).
22. A Recognition Certificate from College of social Science and the Humanities, University of Gondar, for **Recording Minutes** and **Editing** Research Papers presented (and recommended for publication) at **the Seventh Ethiopian Cities Forum** hosted by **Gondar City Administration** in 2017.
23. A Certificate for a Successful Completion of **Employability Skill and Job Readiness** training for trainers (July 6-9, 2021) organized by **Dereja in partnership with MasterCard Foundation and University of Gondar**.
24. Certificate of Recognition from University of Gondar for **Providing IELTS Related English Language Skills Improvement Training** to the faculty members of the university in 2021.
25. A Letter of Appreciation from Deliverology Unit, University of Gondar, for **preparing English Language Skills Training Manual for Prospective Graduates at University of Gondar** in 2018.
26. A Recognition Certificate from the College of Social Sciences and the Humanities, University of Gondar for **Editing** 'Sebez' Magazine and **Contributing** to it.
27. Certificate of Recognition from the National Election Board of Ethiopia for serving as a dedicated **Field Trainer** in the Sixth General Elections(2021).

HOBBIES

- Reading history, poems, fictitious narratives, real life stories...
- Reading newspapers and magazines.
- Discussing socio-cultural issues with friends.
- Travelling to different places.
- Listening to popular music.
- Writing poems

REFERENCES

1. Andargachew Getu (PhD), Assistant Professor of TEFL, Assistant Professor of Linguistics and Culture, Department of English Language and Literature, University of Gondar, Gondar, Ethiopia. +251912685860.
Email: andargachewgetu1@gmail.com.
 2. Endesew Eshetie, Assistant Professor of TEFL and Head of the Department, English Language and Literature, University of Gondar, Gondar, Ethiopia. +251912829033.
Email: endbt43@gmail.com.
 3. Menyichil Meseret, Assistant Professor of Global Journalism, Department of Journalism and Communication, University of Gondar, Gondar, Ethiopia. +251983799287.
Email: minichile@hotmail.com.
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Note: Additional certificates and relevant documents are ready to be delivered upon request