MERCYLINE MULI

mercylinemuli94@gmail.com

**PROFESSIONAL SUMMARY**

Knowledgeable and experienced translator able to work in multiple environments. Fluent in multiple languages with knowledge of cultural and regional variations. Exceptionally accurate translation skills, including simultaneous translation between all parties during teleconferences and in-person meetings. Diverse translation work including proprietary scientific materials and large-scale executive organization documents. Consistently relied upon for verification and correction of translated materials. Experience teaching other translators through one-on-one mentoring and professional development courses. I am passionate about facilitating productive cross-cultural relationships and have created extensive informational material and coursework to help colleagues understand and develop cultural sensitivity.

**SKILLS**

* Fluent in English, Swahili, Kikuyu, Kamba and Dholuo, including colloquialisms, business vocabulary, and scientific terminology.
* Experienced with several computer programs, including Microsoft Office, Ace Translator, SDL Trados and HTML.
* Extremely precise and dedicated.
* Knowledgeable in how culture can influence language
* Comfortable with both verbal and written communication, including preparing and giving presentations.

**WORK EXPERIENCE**

**Lead Translator**

**2018 – Present**

* Translate written and verbal communications between English to Swahili, English – Kikuyu, English – Kamba, English – Dholuo.
* Train new hires on company-specific translation standards, including proper handling of proprietary material.
* Serve as on-call translator for teleconferences as required.
* Provide review and verification of translation work as required, including materials created by third-party translation services.

**Intern receptionist**

**2017**

* Served as front desk attendant, including answering phones, greeting visitors, scheduling meetings, and maintaining front lobby.
* Helped plan and execute company holiday parties.

**Translator**

**2015 - 2017**

* Translated communications between English – Swahili, English – Kikuyu, English – Dholuo, and English – Kamba parties as required.
* Traveled with Church administrators as translator and executive assistant.
* Translated posters and preaching booklets to local languages.
* Completed backlog of written translations and entered information into digital database.
* Received Outstanding Employee recognition.

**EDUCATION**

**Bachelor of Arts in Linguistics**

**2017**

Kenyatta University,

Nairobi,

Kenya.

**Certified Translator**

**2015**

Translators Without Borders,

Nairobi,

Kenya.

**HOBBIES AND INTERESTS**

Voracious reader and participant in two book clubs. Enjoy cooking and playing the piano. Serve on city cultural awareness committee and help plan annual celebrations and events