CURRICULUM VITAE

PERSONAL DETAILS:

Name: Mwaka Zulu

Date of Birth: 15th October 1986

Gender: Female

Nationality: Zambian

Marital Status: Married

NRC No.: 222242/65/1

Language: English and Bemba

PROFESSIONAL QUALIFICATIONS

- Diploma in Information Technology at the Copperbelt University
- Certificate in ICT Classroom Administration and Moodle at CAMARA Zambia
- Certificate in Teaching Methodology at Technical Vocational Teachers College

CONTACT PARTICULARS:

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Mufulira

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PROFILE

- I am a hardworking, decisive and results-driven person who is able to adapt to different situations and good at language translations. Am able to complete the task at hand within the stipulated timeframe and according to the instructions given by the clients.

EXPERIENCE RECORD

May 2013 **EAST AFRICAN LANGUAGE SOLUTIONS**
Freelance translator
Duties: Translated a 11,578 words document from Bemba to English

September 2012 **OMNI LOCALIZATION**
Freelance translator
Duties: Translated a 100 words document from English to Bemba

August 2012 **OMNI LOCALIZATION**
Freelance translator
Duties: Translated a 2250 words document from English to Bemba

May 2012 **OMNI LOCALIZATION**
Freelance translator
Duties: Translated a 9000 words document from English to Bemba

August 2011 **LEGAL LANGUAGE SERVICES**
Freelance translator
Duties: Translated a 1 paged document from English to Bemba

ACHIEVEMENTS

- Created a File Encoding Program using Visual C#.
- Certificate of achievement in Ms excel and Ms Word after completion of an online courses.
- Trainer of Trainers Certificate from Camara Zambia

CAPABILITIES

- Able to translate English to Bemba and Vice Verse.
- Am able to use Linux operating system and all the OpenOffice applications.
- Able to work using all Microsoft office suite programs

REFEREES

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