

PERSONAL INFORMATION

Sina Mulatu Gemechu

📍 Addis Ababa, Ethiopia.

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✉️ sinamulatu@gmail.com

Sex: Female | Date of birth: 12/11/1998 | Nationality: Ethiopian

JOB APPLIED FOR

Linguistic jobs

WORK EXPERIENCE

Dates (2017 – 2022)

I have been working as a linguist for over five years since 2017. In those five years, I have worked on translation, proofreading, and interpretation tasks. For translation, I have translated hundreds of thousands of words in three languages: English, Amharic and Oromo. I have been working with different agencies local and abroad. For such tasks, I also am able to use different softwares like SDL Trados, Memsource, wordfast etc.

Dates (April 12,2021 – June 31,2021)

Network and Maintenance. (Internship Experience)

Ethiopian Broadcasting Corporation/EBC, Addis Ababa, Ethiopia, Website: www.ebc.et, <https://www.facebook.com/EBCzena/>, <https://twitter.com/ebczena>

- Installing network and configuration (VLAN)
- Helping workers /user support
- Software and anti-virus installation
- Configuration of access switch and ip telephone
- Maintaining network device and cable crimping
- Maintaining computer device (pc, desktop, workstation, printer and etc.)
- Sharing and installation of printer

EDUCATION AND TRAINING

Dates (2016- 2021)

Bachelor of Science Electrical and Computer Engineering, Addis Ababa Science and Technology University

Bachelor of Art Business Management, Rift Valley University

Level 1 and 2 by Information Technology Support Service/ITSS, Akaki Poly Technic.

PERSONAL SKILLS

Mother tongue(s) Oromo

Other language(s)

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
Excellent	Excellent	Excellent	Excellent	Excellent
Replace with name of language certificate. Enter level if known.				
Excellent	Excellent	Excellent	Excellent	Excellent

Communication skills Good communication skills gained through my apparent ship experience and when I was University.

Computer skills Good command of Basic Software application like: Microsoft Office™ tools, Microsoft Excel, Microsoft PowerPoint and Software Installation.
Good with programming and Translation Software like SDL Trados, wordfast, etc

Other skills Drawing

Driving licence 3rd Level

References

Feyisa Oljira: “Mission Pharmacist Manager” at Medicine sans frontiers/MSF Belgium.
feyisaol@gmail.com

Eba Tolesa: “Business Developer Manager” at Kenera International trading.
ebatolesa@gmail.com