




VILIAME KADI

CONTACT

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CAREER OBJECTIVE

Hello Sir,

I have spent 14 years with Jehovah's Witnesses of Fiji as IT/IS administrator. My main line of work involves supporting translators software and hardware to enhance the translation work from English to Fijian. Our main line of work was translation. We translate from English to more than 1000 languages globally, and Fijian in one of them. With my experience I have acquired the skills required as a good translator. I translate to easy to understand and current spoken Fijian language.

I would be glad and ready to do some translation work for your organization.

EXPERIENCE

March 2008 - November 2022

Translator And Interpreter

Jehovah's Witnesses of Fiji, Suva, Fiji

- Mentored and taught peers to improve overall translation skills of department.
- Interpreted communication between staff and non-English speaking population.
- Spoke in audible tones to help others clearly understand in person and on telephone.
- Managed translation process to support accuracy of requested documents.
- Assisted in developing and administering linguistic proficiency assessments.
- Translated documents using generalized target language to optimize understanding.
- Understood and verbalized terminology in English and target language.
- Investigated and researched terminology in source and target language to foster understanding and accurate translations.
- Followed ethical codes that protected confidentiality of information.
- Compiled information on content and context of information to be translated and on intended audience.
- Compiled terminology and information to be used in translations, included technical terms such as those for legal and medical material.
- Listened to speakers' statements to determine meanings and to prepare translations, using electronic listening systems as necessary.
- Identified and resolved conflicts related to meanings of words, concepts, practices and behaviors.
- Checked translations of technical terms and terminology to ensure that are accurate and remain consistent throughout translation revisions.
- Referred to dictionaries, lexicons, encyclopedias and computerized terminology banks for translation accuracy.
- Discussed translation requirements with clients and determined any fees to be charged for services provided.
- Edited and revise translated materials.
- Checked original texts and conferred with authors to ensure that translations retained content, meaning and feeling of original material.

EDUCATION

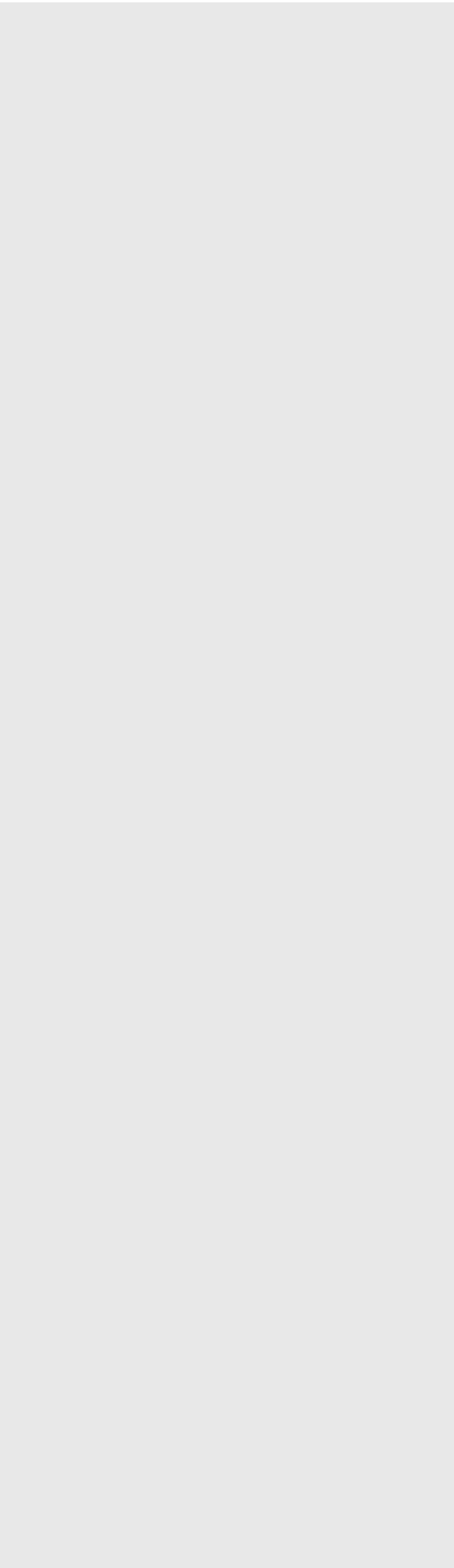
December 2023

**Diploma In Electronics Engineering In Electronics Engineering
Technology**

Fiji National University, Suva, Fiji

SKILLS

- Document Review
- Cultural Understanding
- Business Operations Knowledge
- Business Process Understanding
- Verbal and Written Communication
- Project Support
- Editing Skills
- Deadline Management
- Spot Correction
- Client Service
- Grammatical Skills
- Marketing Collateral Writing
- Consecutive Translation
- Medical Translation
- Legal Translation
- Technical Translation
- Correcting Errors
- Document Conversion
- Document Interpretation
- Check Context
- News Reports Rewrites
- Spell Checking
- Translate Documents
- Speech Support
- Audio Editing
- Digital Recording
- Product Knowledge
- Author Collaboration

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- Customer Experience
 - Audio Translations
 - Research
 - Information Sourcing