**RESUME**

**ESTHER GATHONI MUNGAI**

**TRANSLATOR**

Email : nonishky@yahoo.com

Address : P.o Box 549-00219 Karuri, Nairobi, Kenya

Telephone : +254 723 223 996

Nationality : Kenyan

Languages : English and Swahili (Fluently spoken and written)

Mother tongue : Swahili

Other Languages : Kikuyu

Work objective : To work and promote the Translation, Data entry and

Management profession with competence and integrity to enhance goal attainment in an organization.

**Languages combination** - Swahili to English

 English to Swahili

**Computer Knowledge** Ms Windows, Ms Excel, Ms Word, Ms PowerPoint, Ms Publisher

 Ms PageMaker, Word fast, Image processing, HTML, PDF

**Other Skills** Writing (Have written short scripts)

Proof reading (Have done proof reading of a novel )

Typesetting and design documentation

Have tested for English Proficiency

**Education** Institute of Commercial Management (UK) - (2012 to date)

Advanced Diploma in Public Relations, Advertising and Marketing

Institute of Commercial Management (UK) - (2006-2009)

Diploma in Public Relations, Advertising and Marketing

Printax College (2006)

Certificate in Computer Technology

Kambui Girls Secondary School - (2001-2004)

Kenya Certificate of Secondary Education

**Working Experience** Vista Tech Company (2012, 2013)

Language Translator (Swahili – English)

Morina Enterprises ( 2011 to Date)

Manager

**Referees** Rachael Ndichu Tel: +254 721 515 905

Language specialist, Vista Tech Company

Michael Ng’ang’a *Tel: +243 722 819 073*

Manager, INVESCO Insurance Company