RESUME

SARAH TITUS

ESTABLISHED TRANSLATOR

**Address :**

 Email:sarahtitus52@gmail.com

Phone: +254729423529

**Skills:**

* Language translation
* Proofreading & Editing
* Harmonization, Phone interviews
* Language quality assessment

**Language pairs:**

 English-Swahili

**Specialization:**

* Fashion & Textile
* Building & construction
* Agriculture
* Software localization
* Telecommunication
* Information technology

**Key skills and competencies:**

* Able to work to tight deadlines
* Able to speak English and Swahili fluently
* Familiar with windows application & translation tools
* Highly skilled in word, Excel and Microsoft Outlook

 **Extensive Experience:**

2010-Present: Translator.

 Worked as a translator in various agents, covering projects with varieties of subjects.

 **Academic qualification:**

**2009-2013** BSc (Hons) Apparel & Fashion Technology

**2003-2007**  Secondary Education

 Maths B English B Swahili A Science A Home science A Technology A

 **Hardware owned:**

* + PC and Laptop
	+ Backup hard drives
	+ Voice IP Phone
	+ Secured setup, no Wi-Fi use for sensitive documents

**Software Proficiency:**

* + Trados Studios 2009
	+ Transit
	+ PowerPoint
	+ Adobe Acrobats
	+ Word fast 3.1
	+ Microsoft PowerPoint

 **References are available upon request.**