**Tracy Milaya Curriculum Vitae**

Blantyre, Malawi  
(265) 99 159 650

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**PROFILE SUMMARY**

I am an extremely knowledgeable Translator with a strong command over English, Chichewa/Nyanja, Chitumbuka, Chitonga and Chiyao (read/write/speak) and 8 years’ hands-on experience with multinational clients.

• Professional in Translating, Typing, Editing, Proofreading, Interpreting, Voice-Over, etc

• Well versed in providing system-wide foreign language translation services in order to facilitate communication  
• Hands on experience in providing both written and oral translation and interpretation services between parties

**SYNOPSIS OF ACHIEVEMENTS**

• Amongst numerous translations I have done for my international clients, I translated a bible from English into Chichewa  
• I have trained newly hired translators and interpreters in performing high quality work by following best practices

**WORK EXPERIENCE AS A TRANSLATOR**

• Provide oral and written translation services  
• Verify information from original text in order to ensure appropriate translating  
• Ensure that all written translations conform to the original text in terms of technicality and terminology  
• Discuss interpretation requirements with clients to ensure error free documents  
• Ensure that both content and style of statements is communicated effectively  
• Proofread end document and make any necessary changes  
• Listen carefully to conversations and provide verbatim interpretation

**SERVICES**

Copywriting, Editing, Interpreting, Interpreting - Conference, Interpreting - General, Localization, Other, Proofreading, Subtitling, Teaching, Technical Writing, Terminology Research, Transcription, Translation, Typesetting, Voice-Over, making radio jingles / adverts

**SUBJECTS AREAS**

Agriculture, Art, Banking and Financial, Bible and Biblical Studies, Biology, Biostatistics, Botany, Business Administration and Management, Business General, Business Translation,Business Marketing, Child Care, Computer and Information Sciences, Data Communications, Data Processing, Economics, Education, Environmental Science, Ethnic and Cultural Studies, Film and Cinema Studies, Food Sciences, Forestry, General, Geography, Health, History, Humanities and Humanistic Studies, Journalism and Mass Communication, Linguistics, Literature, Mathematics, Medicine (General), Music, Photography, Physical Education Teaching and Coaching, Psychology, Religious Studies, Telecommunications, Theatre, Tourism and Travel, Visual and Performing Arts, Women Studies, Zoology and many others

**VOICE OVER**

Voice Languages: English, Chichewa / Nyanja, Tumbuka, Chitonga

Voice Gender: Female or Male Voice

Voice Ages: Young, Adult

Type of recording: Audio Books, Character Voices, Commercials, Documentaries, e-Learning, Imaging, Narration, On-Camera Recordings, Political, Promos, Promos and Commercials, Real People, Trailers, Voicemail, Web site Audio

**RATES**

Translation + Proofreading: $0.10 / Source Word

Proofreading/Editing only: $0.06 / Source Word

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