***CURRICULUM VITAE***

***PERSONAL DETAILS***

Name: Aden Abdi Ibrahim

Mobile: +254707848405

D.O.B: 1st january 1998

Email: aaden4338@gmail.com

Nationality: Somali

Gender: Male   
Upwork account: https://www.upwork.com/freelancers/~01479498e2f4c3c562  
Proz.com account:https://www.proz.com/profile/2898755

Language: English, Swahili, Somali

**CAREER SUMMARY**

To develop into an outstanding person in my work and uphold professionalism in a competent organization that promotes both corporate and personal growth.

Major strength

* Ability to put long hours with maximum supervision
* High personal integrity able to create relation and trust in all high articulate.
* Hardworking, responsible, team work, diligent, co-operative, dynamic and honest young man with strong interpersonal skills with ability to maintain high level of confidentiality and able to interact with people of different background.

**CAREER ACHIEVEMENT**

* Successfully supervised a group of freelancers who undertook a translation and transcription assignment from NaTakallam
* Mentor youths affected by forced displacement in Dadaab Refugee Camp in digital freelancing and literacy skills.
* Active member of Translation Without Borders and United Nations Volunteers program
* I was a panelist at the International Trade Center Economic Resilience for Business in Displacement Settings Forum held in Geneva, Switzerland
* Develop and implement monitoring and evaluation tools for various assignments awarded to the Dadaab Collective Freelancing Agency
* Collect, analyze and interpret field data as required by the Norwegian Refugee Council (NRC)
* Participate in refugee assessment exercise as organized by UNHCR

**ACADEMIC BACK GROUND & QUALIFICATIONS**

**January 2017- December 2019**: Advanced Diploma at Computer Society of Kenya ( CSK)

**September 2019- September 2020:** Media Training Film Aid International Kenya Certificate

**March 2013- December 2016:** Kenya Certificate of Secondary Education (KCSE) at IFO Secondary School

**January 2002- November 2012:** Kenya Certificate of Primary Education (KCPE) at Horseed primary school.

**WORKING EXPERIENCE**

**March 2020 to date: Project manager at Dadaab Collective Freelancing Agency**

**Role and responsibilities**

* Built relationships with the client team to quickly understand requirements and business objectives. Advised client stakeholders at their request on key resource changes to jumpstart project pace and ensure timely completion.
* Managed offshore development teams. Mentored and coached internal and client teams to achieve project targets.
* Trained and supervised users on the usage of SDL Trados & Memo Q for successful work.
* Worked with project assistant in inventory collection of the equipment.
* Standardized, simplified, rationalized, and organized project reporting to improve execution.
* Identify and define project requirements such as computers , internet connection & as well conduct preventive maintaince of this equipment, scope and objectives
* Earned discretionary bonus for work accomplished on challenged projects.
* Performed consultant reviews and provided client feedback on performance.

**Nov 2019- 31 Dec 2020: Somali Translator Online at M-Shule**

**Role and responsibilities**

* Performed various translation and interpretation duties from Somali into English, including written texts, localization, internationalization, audio files, and live speaking presentations online.
* Arranged concurrent translation during corporate meetings to allow English audience members to take part in Somali-language events.
* Translated text projects, including Medical documents, legal documents, website content, news articles, and corporate reports.
* Upheld strict confidentiality policy when translating personal and other materials.
* Provided interpretation and transcription services as needed by corporate clients.

**June 2018- To June 2020: Medical Interpreter online at Boost lingo Company In USA**

**Roles and responsibilities**

* Worked with families to understand concerns and answer questions relevant to medical procedures.
* Provided cultural information to healthcare providers in order to ensure appropriate provision of health services.
* Translate procedural information to facilitate understanding between doctors and patients
* Ensured that correct concept and context is provided by ensuring that no omissions or additions are evident.
* Streamlined patient and provider interaction by providing a channel of effective communication.
* Positive impact on quality of care and quality of patient outcomes.

**October 2018- To date at Up work Online platform and working as a online Freelancer**

**Roles and responsibilities**

* Work as an online freelance Voice-Over, Proofreader, Translator and Transcriber. I have been doing Somali Translation/ Interpretation for the last 6 + years .
* I do on site Interpretation, Video Remote Interpretation (VRI), and Over Phone Interpretation (OPI) through different companies and platforms like Multilingual Interpreters and Translators, Boost lingo, Language Link, and Homeland Language Service.
* Discussed projects and completed assignments by utilizing Upwork message platform, email and telephone communication.
* Utilized exceptional writing skills, editing skills and proofreading skills to produce engaging and error free content.
* Prepared proposals

**February 2018- March 2020 at United Nations Higher Commission for Refugees (UNHCR) Senior Somali Translator/Interpreter-focusing on migration and forced displacement initiatives Somali Interpreter | United Nations High Commissioner for Refugees**

**Roles and responsibilities**

* Translating Somali language to English and vice-versa for refugees and asylum seekers during Bio-metric Identity Management System (BIMS) exercise in Ifo 1.
* Calling clients for lineup.
* Offering assistance on finger printing process e.g elderly people.
* Translating English documents into Somali.

**Specialties and skills**

* Medical Translator
* Digital Marketing
* Information Technology
* Proofreading
* Male voice over artist
* Video editor
* Photography
* Photo Editing

When undertaking assignments I employ the following software’s:

* SDL Trados
* Memo Q
* Microsoft Office Suite

**HOBBIES**

Adventure

Interacting with people from various background

Helping the most vulnerable groups in the society

**INTERESTS**

* Volunteering
* Team work

**REFEREES**

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| --- | --- | --- |
| 1. Name: Collins Ayoo  Title: Entrepreneurship and Business Development Officer, International Trade Center,  Contact: +254705362693  Email: cayoo@intracen.org | 2. Name: Adriana De Oro  Title: Innovation Coordinator at International Trade Center,  Contact: +41796169146 Email: adeoro@intracen.org | 3. Name: Alex Nyabicha  Title: Project Assistant, Education Contact: +254711360383  Email: alex.nyabicha@nrc.no |