**CURRICULUM VITAE**

**NAME**: Alvine Mutuku

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**OBJECTIVE:**

Highly skilled translator with expertise in biology, medicine, psychology, advertising and public relations, and arts and humanities seeking an online job opportunity. With extensive experience since 2020, I offer a wide range of services including translation, proofreading, interpretation, voice-over, and copywriting. My goal is to provide accurate, culturally sensitive, and effective language solutions to meet the needs of clients.

**SKILLS:**

Translation: Proficient in translating written documents, articles, and manuscripts from English to Swahili while ensuring accuracy, style, and tone.

Proofreading: Meticulous attention to detail to identify and correct errors in grammar, spelling, and punctuation.

Interpretation: Skilled in providing consecutive interpretation during meetings, conferences, and events, maintaining accuracy and fluency.

Voice-over: Experience in delivering clear and professional voice-over recordings in English and Swahili.

Copywriting: Ability to create compelling and persuasive copy that effectively conveys the intended message while maintaining cultural sensitivity.

Specialized Expertise: Strong command over translation and language services in the fields of biology, medicine, psychology, advertising and public relations, and arts and humanities.

Terminology: Familiarity with specialized terminology in various domains to ensure precise and accurate translations.

Cultural Sensitivity: Deep understanding of cultural nuances to produce translations and language services that resonate with the target audience.

Research Skills: Proficient in conducting thorough research to ensure accurate translations and to stay up to date with the latest developments in the respective fields.

Time Management: Ability to work independently, meet deadlines, and handle multiple projects simultaneously.

Communication: Excellent written and verbal communication skills in English and Swahili

**EXPERIENCE**:

**Translator: Language Masters**

**Nairobi**

**2020-2022**

* Translate a wide range of documents, including scientific research papers, medical reports, psychological assessments, advertising and PR materials, and arts and humanities literature.
* Collaborate with subject matter experts to ensure accurate and contextually appropriate translations.
* Conduct extensive research to stay up to date with terminology and developments in various fields.
* Maintain consistency in style, tone, and terminology across translations.
* Proofread and edit translated materials for grammar, spelling, and punctuation accuracy.
* Work closely with clients to understand their specific translation needs and provide customized solutions.

**Volunteer Translator: Elite Translators**

**Nairobi**

**2023**

* Volunteered as a translator for a nonprofit organization, translating various documents to support international projects.
* Collaborated with a team of translators to ensure consistency in translations.
* Assisted in proofreading and editing translated materials for quality assurance.

**Freelance Translator: 2023**

* Worked as a freelance translator, providing translation services in the fields of biology, medicine, psychology, advertising and public relations, and arts and humanities.
* Developed a strong client base and maintained positive relationships with clients.
* Successfully managed multiple projects simultaneously while meeting deadlines.

**Languages:**

* English: Native proficiency
* Swahili: Fluent proficiency