**Curriculum Vitae**

**Angeline Gathoni Nyambura**

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**Professional Summary**

An organised, results-oriented professional with experience in media and translation services. Excellent research, writing, translation, transcribing and interpretation skills across a variety of platforms, including print, television, and online social media. A strong track record of significantly increasing translation services and quality by using outstanding communication, relationship-building and influencing skills. A highly team oriented and efficient individual who can adapt well to new environments and learn new processes quickly to achieve outstanding results.

**Skills**

* Demonstrated translation, transcribing and interpretation skills developed through development of multiple stories in print, video and social media.
* Research skills with excellent attention to detail and observational ability and a talent for finding obscure information.
* Outstanding communication, relationship-building and influencing skills that build customer relationships and inspire confidence and loyalty.
* Motivated self-starter and highly skilled creative thinker with an ability to work under the pressure of high standards and strict deadlines.
* Above-average translation and transcribing skills
* High standard of fact-checking and self-editing skills in all written and verbal communication.
* A willing team player who believes in collaboration to achieve goals.
* Strong computer proficiency in most major software programs and social media platforms that are used by writers like MS Word, MS Excel, Instagram, Twitter and Facebook.

**ACADEMIC QUALIFICATIONS**

1. 2016-2019: Kenya Methodist University. Nairobi, Kenya.

Bachelor of Arts in Communication, Journalism and Public Relations studies

1. 2009-2013: Graceland High School. Nyeri, Kenya.

Kenya certificate of Secondary Education.

1. 2001-2008: Mary Mother Academy. Mweiga, Kenya.

Kenya certificate of Primary Education.

**Work Experience**

1. **Nation Media Group, Nairobi, Kenya. February 2019 to May 2020.**

**E-paper and production officer.**

At Nation Media Group, my main duties were:

* Handling corporate E-paper client accounts by managing their applications, subscriptions, dealing with any complaints or queries and handling general communication.
* Managing the client database by keeping records of customer information, interactions, transactions and complaints.
* Supporting E-paper distribution by translating and uploading the newspaper publications online on web and mobile platforms.
* Writing periodic update reports to my supervisor on my individual performance.
* Supporting E-paper sales by identifying and contacting potential customers and providing the newspaper in both Swahili and Kikuyu.
* Supporting the improvement of the customer service framework by providing feedback on the efficiency of the customer service process.
* Supporting the organizations websites and social media by posting content in both Swahili and Kikuyu for the target group to read understand its contents.
1. **Mediamax Networks Limited, Nairobi, Kenya. September 2018 to February2019.**

**Health and news features reporter.**

While at Mediamax my duties and obligations were:

* Newsgathering, which involved identifying potential stories, conducting interviews from the relevant sources and generating the final story for airing/ distribution by the expected deadlines.
* Editing stories presented to me and translating them to Swahili or Kikuyu as required by the news editor and audience at large.
* News reporting which involved live reporting, bringing on new and interesting ideas to the newsroom for discussions as well as performing interviews or coverage by various audiences.
* Fact checking the news stories both for radio and Tv and making them presentable and readable to the audience in the language they could easily understand.
* Performing general tasks in the newsroom as required.
1. **Aardee Properties Limited, Nairobi, Kenya. June 2014 to December 2015.**

**Receptionist and customer care officer.**

At AArdee properties, my duties included:

* Managing the reception area by ensuring that it was clean and orderly.
* Answering incoming calls and handling queries from customers and the public.
* Receiving guests to the office in a professional and friendly manner.
* Typing, printing and binding documents.
* Sorting and filing of company’s documents.
* Supporting the office administrator by assuming duties in her absence.
* Sorting and distribution of incoming and outgoing mail and deliveries.
* Writing reports to the management on running of the office.
* Managing the petty cash book and general office expenditures.
* Scheduling meetings for senior staff. When requested, participating in these meetings and taking minutes.
* Performing general tasks as required.

**HOBBIES**

* Reading
* Listening to Music
* Networking
* Music and film production for choirs

**REFEREES**

1. **Juliet Wambui Mbuthia**

**Head of E-paper Team**

Nation Media Group

Email: jwmbuthia@ke.nationmedia.com

Tel: +254 704 245 019

1. **Caroline Wambui Mwangi**

**Head of News K24& Kameme Tv**

Mediamax Networks Limited

E-mail: caroline.wambui@mediamax.com

Tel: +254 729 872 297

1. **Eric Ndegwa Nyambura**

**General Manager**

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