

EDWARD KIHARA

FREELANCE TRANSLATOR

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📍 241-40600 Main Street Siaya, Kenya



PROFILE & OBJECTIVE

Organized, dedicated and ambitious professional with excellent attention to detail. I am a quick learner who is always willing to take in new ideas and constructive criticism. I can communicate clearly and effectively while working with people from different social and professional backgrounds.

I specialize in English<>Swahili translation and localization. I can also handle SEO copywriting, social media management, transcription and data entry projects. I am also fluent in Luo and Kikuyu local languages. I am a reliable translator who can translate written documents, audio, and video files from a source language to a target language within the language sets mentioned above.

I am a flexible freelancer who can adapt to any challenging situation that may arise in my course of professional work. I respect my client's privacy. As such, I never disclose any project information without consent.

Prior work includes translating marketing and promotional materials, legal, medical, and technical documents, educational materials, employee handbooks, vital records, subtitles, interviews, blog posts, press releases, newspaper articles, apps, documentaries, self-help books, business plans, market studies, financial statements, pitch decks, a workbook, website translation, product instructions, investment and health-related blog articles.

I have over three years of experience in transcription during which time I have worked for companies like Go Transcript, Verbit, and Transcribe Me, etc.



WORK EXPERIENCE

- December 2019-Present DATA ENTRY, CLOUDFACTORY KENYA**
After undergoing the relevant training at their head offices located in Westlands, Nairobi Kenya, I have worked with CloudFactory Kenya as a Data Entry expert since December 2019
- November 2019- Present TRANSLATION, LOC PROS**
Since joining Loc Pros, I have done over 50,000 words in translation, editing and proofreading and Quality assurance. The work has covered diverse topics such as: US Immigration, Health Care and Medicine, Business and Marketing as well as Sports.
- October 2019- Present TRANSLATION, GO TRANSPARENT**
I have worked as a freelance translator for Go Transparent and its sister company Future Trans since October 2019. During this period, I have translated approximately 25,000 words.
- August 2019- Present TRANSLATION, AMAZON ATMS**
Translated over 150,000 words from English to Swahili (Kenya) for WeLocalize under Amazon ATMS.
- January 2019- April 2019 DATA ENTRY AND VERIFICATION, OFFICE OF REGISTRATION OF PERSONS, SIAYA**
Served as a data entry clerk and a verifier during the drive to digitize files at the Office of Registration of Persons, Siaya County. The initiative was part of the Huduma Namba initiative by the Government of Kenya. During the course of the project held at the IEBC Siaya headquarter offices, I did over 75,000 files (Birth and Death registration files for people born or who died within Siaya county).
- December 2018- Present TRANSLATION AND LOCALIZATION, PANGEA LOCALIZATION SERVICES**
Provided translation and localization for Pangea Localization Services which involved English-Swahili translation. Focused on Sports and Gambling, Medicine and Health Care, Website and Legal translations.
- June 2018- Present TRANSCRIPTION, TRANSLATION AND TEXT SEGMENTATION, APPEN BUTLER HILL**
Translated more than 18,000 words from Swahili to English, completed text segmentation for translation (Swahili) over 8000 utterances and transcribed over 50,000 utterances (Swahili to English) to aid in Machine Learning processes.
- March 2018- August 2018 TRANSLATION, ONE HOUR TRANSLATION**
Translated over 35,000 words from English to Swahili working at One Hour Translation. I majored in website, legal, marketing and medical translations.

- October 2017- June 2019 **TRANSCRIPTION AND TRANSLATION, LINGUAL CONSULTANCY SERVICES**
 Transcribed over thirty hours of Swahili videos and translated over 80,000 words (Swahili- English) at Lingual Consultancy Services.
- July 2014- Present **TRANSLATION, TRANSCRIPTION AND DATA ENTRY, UPWORK**
 Have offered transcription, translation (English-Swahili), Captioning, Subtitling, and Data Entry services on freelance marketplace UpWork since the summer of 2015.
- March 2014- June 2014 **DATA ENTRY, USAID KENYA**
 I worked as a Data Entry assistant for USAID Kenya (West Kenya Region, Kisumu Offices). My task was to digitize patient records by entering them in software provided by USAID. This project was part of an ongoing campaign to fight HIV/AIDS in the West Kenya region.
- November 2011-January 2013 **LOCAL TRANSLATOR, SIAYA COUNTY GOVERNMENT**
 I offered Luo- Swahili, Luo-English, and Swahili English translation for the Siaya County Government. This involved in-person court case translations at the Siaya Law Courts as well as on-site services at popular cultural and tourist attraction sites within the district such as River Yala Swamp, Kit Mikai and Kang'o ka Jaramogi

 EDUCATION

2017-2019: ADVANCED PROFESSIONAL DIPLOMA IN TRANSLATION, NOTTING HILL COLLEGE

Scored a Distinction with Honors (A+) at the completion of a program of study leading to the Advanced Professional Diploma in Translation.

2011-2015: BACHELOR OF SCIENCE IN ACTUARIAL SCIENCE WITH I.T, UNIVERSITY OF NAIROBI

Awarded Second Class (Upper Division) Honors at the completion of a 4-year Bachelor of Science (Actuarial Science with I.T) degree program.

2007-2010: KENYA CERTIFICATE OF SECONDARY EDUCATION, SIAYA TOWNSHIP SECONDARY SCHOOL

Scored A- (Minus) of 78 points in my K.C.S.E examinations at the end of my 4-year secondary education.

1999-2006: KENYA CERTIFICATE OF PRIMARY EDUCATION, SIAYA CENTRAL PRIMARY SCHOOL

Scored A (Plain) of 82 points (411 out of 500 marks) in my K.C.P.E examinations at the end of my 8-year primary education.



KEY SKILLS AND CHARACTERISTICS

- Critical Thinking
- Quick and Willing Learner
- Ability to Work Under No Supervision
- Problem Solving
- Ability to Deliver on Tight Deadline Projects
- Available for Over 72 Hours Each Week Including Weekends
- Microsoft Office Suite
- Comfortable Working with Various CAT Tools including SDL Trados Studio
- Fast and Accurate Typing
- Adaptability
- Fluent in Four Different Languages: Swahili, English, Luo, and Kikuyu



ACTIVITIES AND INTERESTS

Literature, Environmental Conservation, Art & Painting, Sports, Travel