*Curriculum Vitae*

**PERSONAL INFORMATION**

# Name: Faith Muthoni Murage

Tel No: +254723291019

Email Address: faithemurage@gmail.com

Skype: Faith Murage

Sex Female | Date of birth 27/12/1963 | Nationality Kenyan

Languages: Swahili (Fluent)

English (Fluent)

**WORK EXPERIENCE:**

## 1993 – 1995 Riva Flora Ltd

Wages Clerk

Preparing Wages For Employees

Maintaining Petty Cash

Keeping Master Roll

February 1997- April 1999 Wanguhu Certified Public Accountants

Audit Assistant

Preparation of Accounts For Clients

Computation Of Tax Liability For Clients

Conducting Stock Taking, Conducting periodical Audits

May 1999 – September 2002 Superior Commercial College

Finance Officer

Receiving fees from students

Banking

Preparing Bank reconciliation statement

Maintaining petty cash

Preparation of budget

Expenditure Control

Writing Cash Book

Administration of both NHIF & NSSF

Supervision of subordinate staff

Cocurrently:

Afrolingo, Nairobi (Kenya)

Revision of all the translated projects.

Broad variety of translation fields including:

Software localization, legal, marketing, general business, telecommunication, religion, as well as Fields of culture and arts

October 2002 – April 2005 New Testament Church of God

Accounts Assistant

Paying Suppliers

Banking

May 2005 to date Ministry Of Interior And Coordination of National Government

Chief Accountant

CoCurrently Freelance Translator

**EDUCATION AND TRAINING:**

|  |  |
| --- | --- |
|  | Degree Bachelor Of Commerce  Meru University Of Science And Technology |
| 2003 – 2005 YMCA  2005 – 2009  2009 - 2015 | Degree Kenya Accounts Technician  CPA PART 1  CPA PART 2 |

**PERSONAL SKILLS:**

|  |  |
| --- | --- |
| Communication skills: | I have enough social skills having interacted with various people and clients while undertaking my tasks. |
| Organizational / managerial skills:  Job-related skills: | I possess the qualities of leadership, having acted in various senior posts I can manage any department or job in all my capacity  I am a full-time freelance translator and linguist based in Nairobi - Kenya who works exclusively through internet and e-mail. My native language is Swahili, and I have over 12 years experience translating and localizing high level projects that require a great deal of responsibility. I am a versatile, honest, responsible person with a great work ethic and solid experience.  My objective is to provide English to Swahili translation in a dependable and timely manner that is accurate, culturally appropriate, and reader-friendly on a freelance basis.  I am well-informed in various fields through current cutting edge patent translations and tools and I am experienced in a broad variety of translation fields.  I have exceptional grasp of both cultures and years of experience allows fluid translation of nuances providing accurate yet reader friendly translation.  I have superior native Swahili and English speaking, reading & writing skills with dual Swahili and English school education. |
| Computer skills | September-December 2007: I worked for Languages Africa a work experience |

placement for translating. I gained a wide range of experience in a professional translating environment, honed my IT skills and became familiar with a range of CAT tools such as Trados (including Tag Editor), Localization Studio, Leaf 2013, Helium, NTR2, Word fast, MemoQ, MemSource Editor, GTT and LS TooL.

*Referees can be provided upon request*