|  |  |
| --- | --- |
| PERSONAL INFORMATION |  **Gebreegziabher, Filmawit Mekonen**  |
| C:\Users\Fili\AppData\Local\Microsoft\Windows\INetCache\Content.Word\DSC_7023.jpg | Addis Abeba, Ethiopia  |
|  +251949694747/+251921568192 |
|  filmawitmekonen@gmail.com or filacrafts2012@gmail.com [https://www.linkedin.com/in/filmawit-mekonen-90a078110/](https://www.linkedin.com/in/filmawit-mekonen-90a078110/%20)  |
| Sex -Female | Date of birth 27 August 1992 | Nationality –Ethiopian |
| Summary |
| Dependable Lecturer and Freelancer with over 6 year of experience. A multi-skilled and talented translator with a proven ability to translate written documents from a source language to a target language. A quick learner who can absorb new ideas and a good communicator and ability to follow instructions and work independently with effective time management skills. I have been using Internet for years and would love to do an Internet-based work from home. Well mannered, articulate & fully aware of diversity & multicultural issues. Motivated employee with strong organizational abilities. Strong work ethic and desire to learn and perform. Proficient in Microsoft office and windows. Able to troubleshoot common computer problems. Able to complete tasks on time and to the expected accuracy. Search engines and Social medias blow my mind and I would be happy to provide feedback or any other related work to make the better place.  |

**WORK EXPERIENCE**

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| **Feb. 2017** | **Freelance Translator****Responsibilities**Working freelance for a translation agency providing a translation and interpretation service to clients where needed. Involved converting documents and articles from one language into another and ensuring that the finished converted articles relay the intended message as clearly as possible. |
| **Aug. 2020** | **Hnd Translations, Faridabad, Haryana, India****hndtranslations@gmail.com****Responsibilities*** Transcribe Amharic Audio’s.
* Market Research transcription services
* Academic transcription services
* Legal transcription services
* Media transcription services
 |
| **Jan. 2020** | **Appen, Independent Contractor Social Media Evaluator****Responsibilities*** Use Company provided guidelines to review and rate social media posts.
* Keep up to date with developing guidelines to provide the most accurate results.
* Ability to follow instructions and work independently with effective time management skills.
* Work in a home based office maintaining my own schedule in accordance with agreed upon terms.
 |
| **Jul. 2014****Sep. 2014 – July, 2016** | **Lecturer, Department of Computer Science , Adigrat University, Adigrat, Tigray, Ethiopia** **Part-time Instructor, New Millennium College, Adigrat, Tigray, Ethiopia** **Responsibilities*** Delivering Lectures, Tutorials and Lab Manuals, Advising Senior & Junior Students, Participating, providing and coordinating workshops and seminars.
* Teaching diverse student population by employing various learning styles and abilities.
* Teaching Computer Science courses like Web development, Computer Basics and Fundamentals of Programming with C++.
* Developing semester outlines and instructional plans for each class session to comply
* Maintaining Computer Laboratories.
* Advanced aptitude for installing applications, troubleshooting and addressing software issues with limited support.
* Uses Microsoft windows operating system with outstanding performance.

**Other Occupations/ Positions*** DC Committee, Students’ Final Project Coordinator, Social Committee Coordinator
 |
|  | **EDUCATION AND TRAINING** |
|  |  |
| **Mar. 2018- Jul. 2018** | **Specialized Training program in Multimedia and Web design technology , CDAC, Mohali, India*** Had taken training on Adobe Photoshop and Premiere and Web design and development.
 |
| **Aug. 2018** | **Training on Scientific Proposal and Paper Writing , Adigrat University, Adigrat, Tigray, Ethiopia*** Had taken training on scientific proposal and paper writing organized by Adigrat University in collaboration with Texas University.
 |
| **Oct. 2015– Oct. 2019** | **MSc in Computer Science , Adigrat University, Adigrat, Tigray, Ethiopia*** **Awarded:** M.Sc. in Computer Science
* CGPA= 3.92 out of 4.00 (Very Great Distinction)
* Thesis: E-learning adoption framework for Ethiopian Higher Education Institutions
 |
| **Jul. 2014– Aug. 2014** | **Training , Adama University, Adama, Oromia, Ethiopia*** Had taken training prepared for graduates of all university with good results by Ministry of Education in collaboration with Ministry of Capacity Building.
 |
| **Sep. 2010– Jul. 2014** | **BSc in Computer Science , Dilla University*** **Awarded:** B.Sc. in Computer Science
* CGPA= 3.50 out of 4.00 (Distinction)
* Member of Student Union
 |
| **Sep. 2006 – Jun. 2010** | **Shire Secondary and Preparatory School, Shire, Tigray, Ethiopia*** Start English language as a medium of instruction for all courses.
* Had taken basics of IT and detailed science courses with excellent results.
 |
| **Sep. 1998 – Jun. 2006** | **Adi-kentibay Primary School, Shire, Tigray, Ethiopia*** With excellent results
 |
| **PERSONAL SKILLS** |  |
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| **Mother tongue(s)** | **Amharic** |
| **Other languages(s)** | UNDERSTANDING  | SPEAKING  | WRITING  |
|  | Listening  | Reading  | Spoken interaction  | Spoken production |  |
| **English** | C2 | C2 | B2 | C1 | C2 |
| **Tigrigna** | C2 | C2 | C2 | C2 | C2 |
|  |  |  |  |  |  |
| **Communication skills** | * I have worked in various teams in my department.
* Excellent verbal and written communication skills both in an office environment and with my students.
* Experienced at giving presentations to large audiences.
 |
| **Organisational/managerial skills** | **Department Committee*** Coordinate and Discuss with the DC members to decide different issues in the department
 |
| **Mentorship*** Facilitate and control mentorship staff members in one to five network system within the Department to share their skills, experiences and knowledge’s, to solve different problems in team.
 |
| **Academic Advisor*** Give academic related advises and registration orientations for 3 sections (45 students each section )each semester
 |
| **Computer skills and competence** | **Operating Systems*** Windows and Linux
 |
|  | **Web Development Languages/Programming Languages*** HTML5, PHP, JavaScript, CSS, Bootstrap, C++,Java, MySQL
 |
|  | **Tools/Development Environments*** Visual Studio, Notepad ++,Ms. Word, Ms. Excel, Ms. PowerPoint, Ms. Access, Code Blocks, Quincy, Adobe Photoshop, Adobe Premiere, Dreamweaver, SPSS, NetBeans, Eclipse
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| **HONORS, CERTIFICATIONS, MEMEBERSHIPS AND AWARDS** |  |
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* Oracle academy certification on Java and SQL programming (Teacher Level)
* Certificate of Participation in Scientific proposal and paper writing for Adigrat university woman lecturers
* Linux Professional Training (LPI-1) certificate by ICT Centre of Excellence Addis Abeba University
* President’s Ambassador Certificate by Dilla University
* CDAC Certification on Specialized Training program in Multimedia and Web design Technology