**Curriculum Vitae (CV)**

**Henok Aregay Gebremariam**

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**Sex:** Male

**Marital Status:** Single

**Date of Birth:** April 26, 1992

**Nationality:** Ethiopia

**Currently live in:** Kenya, Nairobi

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| I have a strong passion for multilingual translation, proofreading, and editing, backed by 2.5 years of dedicated experience and over 8 years of professional expertise in both public and private sectors. Throughout my career, I have specialized in writing project documents, translating training manuals, letters, and various other materials from their original source language to English, as well as vice versa from English to local languages. My track record includes successful coordination with creative teams for publications, encompassing a wide range of documents and even entire websites. Additionally, I have extensive experience in live translation during interactions between beneficiaries and donors from abroad, as well as proficient proofreading skills across diverse types of documents. |

**Education:**

**Mekelle University 2019 – 2011: Master of Business Administration** with an Entrepreneurship concentration: **GPA: 3.75**

**St. Mary University 2014- 2018: B.A**. **Sociology**: **GPA: 3.00:**

**Mekelle University Health Science Collage: BSC in Medical Laboratory Technology 3.2**

**Language:**

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| --- | --- | --- | --- |
| Language | Reading | Speaking | Writing |
| Tigrigna | Native | Native | Native |
| Amharic | Native | Native | Native |
| English  | Excellent | Excellent | Excellent |

**Translation and Proofreading**

* **Content developer and Localization team leader for Pixel ICT Solution** Since September 2021 – Dec 2022
	+ Write, edit, and proofread company copy and materials to support the software and website developer team, refine content, and ensure consistency of all languages
	+ Review drafts from marketing copywriters, resolve grammar and punctuation errors, and provide recommendations to the technical team
	+ Conducted research and utilize different software’s on a variety of topics to create compelling content and conducted editing to refine copy in alignment with clients’ business specifications
* **Freelancer communication officer for operation rescue orphanage** since July 2020 – August 2021
	+ Performed various translation, proofreading and interpretation duties including written texts, localization, internationalization, audio files, and live speaking presentations.
	+ Arranged concurrent translation during corporate meetings to allow audience take part in events
	+ Provided interpretation, editing and transcription services as needed

**Professional Experience**

* **Regional** **Team Leader and Business Development officer for Digital Opportunity Trust**, Since June 2020.
	+ Explore federal and regional level policies and strategies in relation to sustainability development
	+ Transcribe and subtitled different videos from local beneficiaries to donor and vice versa
	+ Establish partnerships with socio-ecological initiative and maintain healthy relationship with International donors, government, private sector and civil society to work collaboratively
	+ Provide managerial and programmatic technical oversight to project team including implementing partners on designing, log-frame development, implementation, evaluation and monitoring activities
	+ Transcribe and subtitled different videos from local beneficiaries to donor and vice versa

# Worked as Business Process Unit Leader (Part-timer) at PIXEL ICT Solution PLC, Mekelle, Tigray Since February 2019 – December 2020

* + Develop business process or system recommendations system to meet business requirements,
	+ Develop, schedule, and publish business intelligence reports as per the business's needs.
	+ The ability to define a problem, evaluate its requirements, and implement processes or systems.
	+ Analyze and evaluate business problems

# Worked as Business Development Officer at Digital Opportunity Trust, Mekelle, Tigray since March 2016-May 2020

* + Assist feasibility study of Micro and Small Enterprise companies including the environmental analysis
	+ Localize different international manuals in to local context
	+ Train and coach small holder farmers in farming as business, business plan development and good agricultural practice
	+ Support the establishment of Social Enterprise formation and business plan development
	+ Act as a key resource person in project design and proposal development in respective programming area, gap-filling and taking on growth responsibilities, as needed
	+ Help identify, assess, and strengthen partnerships relevant to project, applying appropriate application of partnership concepts, tools and approaches
	+ Write, design, and manage production of creative and compelling communication material – stories, photos, video, fact sheets, brochures, etc. - for various audiences, including public and private donors

# Community Facilitator at Digital Opportunity Trust, Mekelle, Tigray Since August. 2014 – August 2015.

* + Provide capacity building and community based education supports including training for implementing partners, government and other counterparts on Environmental protection, gender mainstreaming
	+ Support in the development of training materials and deliver trainings tailored to life skill, gender, entrepreneurship and leadership
	+ Lead the Gender and Environmental protection club in the organization

**Community Service and Voluntary Leadership roles**

* **Vice President & Executive board member** for Wise Youth Action Movement at Family Guidance Association from Jan 2010 –June 2012
* Public Library **Coordinator** at Family Guidance Association Nov 2008 – Jan 2010
* **Peer Service provider** (Sexual and Reproductive Health, HIV/AIDS, Family Planning and Gender based violence from Oct 2007 – Nov 2008
* Personal Activist in Environmental Protection and biodiversity conservation in local government
* Certified **Lifelong volunteer in advancing and promoting SRH programs** of family guidance association Ethiopia
* Group **member** of youth and children generation art unit March 2013 – July 2014

**National and International forum certificates of participation**

* 16th International Conference on AIDS&STI in Africa (4-8) December 2011
* Eradicating Poverty, Improve Democratically Culture and Good Governance in Mekelle (2012)
* Entrepreneurship Workshop (ETW) by Entrepreneurship Development Center (6-11) July 2015

**Project work participation as enumerator and questionnaire editor**

* “Effect of resources and entrepreneurial orientation on growth of small enterprises in Tigray region” from Feb. 03, 2013 – Mar. 29, 2013 organized by Mekelle University
* “Impact of Micro insurance” from Jan. 03, 2014 - Jun 04, 2014 organized by Nigeria, Nsukka in collaboration with Mekelle University
* Rapid Gender Analysis in the crises affected area (Tigray, Ethiopia) by International humanitarian Interagency Forum Nov. 26, 2021 – Dec. 2, 2021

**Competency Certificates/Recognitions**

* Certificate of **Basic Account Works** from Tigray Competency Agency under Ethiopia occupational standard Dec 2014
* Certificate of **Basic Clerical Works** from Tigray Competency Agency under Ethiopia occupational standard Dec 2014
* Certificate of **National Qualification Occupational Standard** for Medical Laboratory Aug 2011
* **Professional Certificate** of competency for junior Medical Laboratory Technician Sep 2011

**Trainings Certificates**

* **Introduction and Basic proofreading** from Alison 2022 and 2023 respectively
* **Basics in Translation** from Alison 2022
* **Trans-creation** from Alison 2022
* **Global Social Entrepreneurship** under philanthropy university by University of California Berkeley Hass business School Oct 4, 2016
* **Community Based Micro-Finance** from Coady International Institute St. Francis Xavier University April 2017
* **Leadership Essentials** from Center for Creative Leadership Jan 23-26, 2017
* **Business Intelligence and Knowledge Management Systems** from Alison Nov 2014
* **Economic Evaluation Basics** from global health e-learning under USAID and Johns Hopkins Bloomberg School of public health Nov 2016
* **Dependency to Partnership: Leading/Managing Change** from global health e-learning under USAID and Johns Hopkins Bloomberg School of public health Nov 2016
* **Mentoring & Evaluation Fundamentals** from USAID under Measure Evaluation Nov 2014
* **Hardware and Software Computer Maintenance and Networking** from Ethio-Lence College Nov 2014
* **Computer skill excellent** on (MS Word, Excel, Access and Outlook) from Family Guidance Association Oct 2008
* **Library Management and documentation** from Family Guidance Association April 2007
* **Family Life Education** from Family Guidance Association Oct 2007

**Personal Competency and Skills**

* Analysis and problem-solving skills with ability to make sound judgment
* Proactive, results-oriented, and service-oriented including copy writing and copyediting
* Attention to detail, accuracy, and timeliness in executing assigned responsibilities
* Best known as self-initiated/motivated, flexible, persistent, and ability to build relationship and work well with people and cross-cultural skills
* Excellent communication, observation, active listening skill and creative writing skill
* Cultural awareness and intelligence skill in dealing with diversified and dynamic social group including vulnerable groups

**Core Personal Value**

* Embracing diversity
* Exemplifying integrity
* High result orientation
* Working in Team/Managing selves and other relationship
* Accountability and demonstrating commitment