

# Inácio da Silva Fonseca (Nico Fonseca)

**Personal Information**                      **Nationality:** Timorese  
**Gender:** Male

<b>Education</b>	2000 – 2004 <b>Teachers Training Faculty</b> – English Department (Not Completed)	Universidade Nasionál de Timor Lorosa'e	Dili, Timor-Leste
	1995 – 1998 <b>Senior High School</b>	St. Joseph College – Balide	Dili, Timor-Leste
	1992 – 1995 <b>Junior High School</b>	SMPK St. Joseph – Balide	Dili, Timor-Leste
	1986 – 1992 <b>Portuguese Primary School</b>	Escola Primária (Externato) de São José - Balide	Dili, Timor-Leste

## Employment

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| <b>Jun 5<sup>th</sup>, '21 -Current</b><br><b>Freelance Translator</b>  | <b>USAID – Timor-Leste Customs Reform Project (CRP)</b> | <b>Dili, Timor-Leste</b> |
| <ul style="list-style-type: none"> <li>• Provide translation services from English-Tetum as required</li> </ul> |   |                          |
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| <b>May 26<sup>th</sup>, '21 -Current</b><br><b>Consulting Interpreter &amp; Translator</b>   | <b>UN WOMEN</b> | <b>Dili, Timor-Leste</b> |
| <ul style="list-style-type: none"> <li>• Provide both simultaneous and consecutive interpretation service for events organized by UN Women</li> <li>• Provide translation services from English-Tetum-English as required</li> </ul> |                 |                          |
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| <b>Jan. 6<sup>th</sup>, '21 - Current</b><br><b>Freelance Translator/Interpreter</b>   | <b>Resonance – USAID Timor-Leste NGO Advocacy for Good Governance</b> | <b>Dili, Timor-Leste</b> |
| <ul style="list-style-type: none"> <li>• Provide translation and interpretation services from English-Tetum-English as required</li> </ul> |   |                          |
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| <b>Nov. 25<sup>th</sup>, '20</b><br><b>Freelance Interpreter</b>   | <b>Secretary of State for Equality and Inclusion of RDTL</b> | <b>Dili, Timor-Leste</b> |
| <ul style="list-style-type: none"> <li>• Provide simultaneous interpretation service during Gender Equality Coordination Group Meeting at Hotel Timor</li> </ul> |  |                          |
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| <b>Nov. 10<sup>th</sup>, '20</b><br><b>Freelance Interpreter</b>   | <b>UN WOMEN</b> | <b>Dili, Timor-Leste</b> |
| <ul style="list-style-type: none"> <li>• Provide both simultaneous and consecutive interpretation service during the event of UN Women Project Closing Ceremony</li> </ul> |                 |                          |
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| <b>Apr, '20 – Current</b><br><b>Freelance Translator</b>   | <b>K International Ltd</b> | <b>MK, England</b> |
| <ul style="list-style-type: none"> <li>• Provide translation and proofreading services from English-Tetum-English</li> </ul> |                            |                    |
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| <b>Oct. 21<sup>st</sup>, '19 - Current</b><br><b>Freelance Translator</b>   | <b>Peace Corps Timor-Leste</b> | <b>Dili, Timor-Leste</b> |
| <ul style="list-style-type: none"> <li>• Provide translation services from English-Tetum-English as required</li> </ul> |                                |                          |
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| <b>Oct. 12<sup>th</sup>, '19 - Current</b><br><b>Freelance Translator</b>   | <b>JU,S Juridico Social Consultoria</b> | <b>Dili, Timor-Leste</b> |
| <ul style="list-style-type: none"> <li>• Provide translation services from English-Tetum-English as required</li> <li>• Provide <b>one-way</b> translation services from Portuguese into Tetum as required</li> </ul> |   |                          |

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| <b>Sep. 30<sup>th</sup>, '19 – Nov. 8<sup>th</sup>, '19</b>  | <b>International Labour Organization (ILO)</b>           | <b>Dili, Timor-Leste</b> |
| <b>National Consultant for Research on Labour Dispute Mediation Mechanisms (Short-term Contract)</b>   |  |                          |
| <ul style="list-style-type: none"> <li>• Desk-review of labour mediation and ADR-related and relevant legislations</li> <li>• Interviews with SEFOPE officers, Mediators and users of SEFOPE labour dispute mediation mechanisms and Arbitration &amp; Ligation</li> </ul> |  |                          |
| <b>August 14<sup>th</sup>, '19 - Current</b>   | <b>Chemonics – USAID's Tourism For All Project</b>       | <b>Dili, Timor-Leste</b> |
| <b>Freelance Translator/Interpreter</b>  |  |                          |
| <ul style="list-style-type: none"> <li>• Provide translation services from English-Tetum-English as required</li> </ul>  |  |                          |
| <b>May 28<sup>th</sup>, '19 - Current</b>  | <b>Governance for Development (G4D)</b>                  | <b>Dili, Timor-Leste</b> |
| <b>Freelance Translator/Interpreter</b>  |  |                          |
| <ul style="list-style-type: none"> <li>• Provide simultaneous and consecutive interpretation services from English-Tetum-English for G4D-related programs</li> <li>• Provide translation services as required</li> </ul>   |  |                          |
| <b>October 18<sup>th</sup>, '18 - Current</b>  | <b>International Labour Organization (ILO)</b>           | <b>Dili, Timor-Leste</b> |
| <b>Freelance Translator/Interpreter</b>  |  |                          |
| <ul style="list-style-type: none"> <li>• Provide simultaneous and consecutive interpretation services from English-Tetum-English for ILO-related programs</li> </ul>   |  |                          |
| <b>Oct 16<sup>th</sup>, '18 – Dec. '19</b>   | <b>ALFeLa</b>  | <b>Dili, Timor-Leste</b> |
| <b>Freelance Translator/Interpreter</b>  |  |                          |
| <ul style="list-style-type: none"> <li>• Provide translation services from English-Tetum-English for ALFeLa's project/activity-related documents</li> </ul>  |  |                          |
| <b>October 1<sup>st</sup>, '18 - Current</b>   | <b>United Nations Office on Drugs and Crimes (UNODC)</b> | <b>Dili, Timor-Leste</b> |
| <b>Freelance Translator/Interpreter</b>  |  |                          |
| <ul style="list-style-type: none"> <li>• Provide translation and simultaneous/consecutive interpretation services from English-Tetum-English for UNODC/UNDP related programs</li> </ul>  |  |                          |
| <b>August 23<sup>rd</sup>, '18 - Current</b>   | <b>Conservation International (CI)</b>                   | <b>Dili, Timor-Leste</b> |
| <b>Freelance Translator, Interpreter and Audio Transcriber</b>   |  |                          |
| <ul style="list-style-type: none"> <li>• Provide translation and simultaneous/consecutive interpretation services from English-Tetum-English for CI's related Programs</li> <li>• Provide audio transcriptions of CI's audio interviews</li> </ul>                         |  |                          |
| <b>April 29<sup>th</sup>, '18 - Current</b>  | <b>Food and Agriculture Organization (FAO)</b>           | <b>Dili, Timor-Leste</b> |
| <b>Freelance Translator/Interpreter</b>  |  |                          |
| <ul style="list-style-type: none"> <li>• Provide translation and simultaneous/consecutive interpretation services from English-Tetum-English for FAO's related Programs</li> </ul>   |  |                          |
| <b>Nov 23<sup>rd</sup>, '17 - Current</b>  | <b>World Food Program (WFP)</b>                          | <b>Dili, Timor-Leste</b> |
| <b>Freelance Translator/Interpreter</b>  |  |                          |
| <ul style="list-style-type: none"> <li>• Provide translation and simultaneous/consecutive interpretation services from English-Tetum-English for WFP related Programs</li> </ul>   |  |                          |
| <b>Mar 29<sup>th</sup>, '17 – Current</b>  | <b>PAB Language Centre Ltd</b>                           | <b>Colchester, UK</b>    |
| <b>Freelance Translator</b>  |  |                          |
| <ul style="list-style-type: none"> <li>• Provide translation and proofreading services from English-Tetum-English</li> <li>• Provide translation services on health matters, particularly during the recent COVID-19 pandemic</li> </ul>                                   |  |                          |
| <b>Sep 28<sup>th</sup>, '16 – Current</b>  | <b>GLC Translation</b>                                   | <b>Seoul, Korea</b>      |
| <b>Freelance Translator</b>  |  |                          |
| <ul style="list-style-type: none"> <li>• Provide translation and proofreading services from English-Tetum-English</li> </ul>   |  |                          |
| <b>Sep 28<sup>th</sup>, '16 – Current</b>  | <b>Access Translations</b>                               | <b>Cork, Ireland</b>     |
| <b>Freelance Translator</b>  |  |                          |
| <ul style="list-style-type: none"> <li>• Provide translation and proofreading services from English-Tetum-English</li> <li>• Provide translation services and conference calls on health matters, particularly during the recent COVID-19 pandemic</li> </ul>              |  |                          |
| <b>Sep 14<sup>th</sup>, '16 – Mar '18</b>  | <b>CBG Konsult &amp; Information AB</b>                  | <b>Sunbyberg, Sweden</b> |
| <b>Freelance Translator</b>  |  |                          |

- Provide translation and proofreading services from English-Tetum-English
  - Sep 7<sup>th</sup>, '16 – Current** **ConocoPhillips – Santos NA Pty. Ltd.** **Dili, Timor-Leste**  
**Freelance Translator**
  - Provide translation services from English-Tetum-English
- May 6<sup>th</sup>, '16 – Dec. '20** **USAID Avansa Agrikultura Project** **Dili, Timor-Leste**  
**Freelance Translator/Interpreter**
  - Provide both translation and interpretation services from English-Tetum-English as required
- Dec 2<sup>nd</sup>, '15 – Jun '18** **ISI Translation Services** **North Hollywood, CA**  
**Freelance Translator**
  - Provide translation and proofreading services from English-Tetum-English
- Sep 16, '15 – Mar. '17** **Alola Foundation** **Dili, Timor-Leste**  
**Freelance Translator**
  - Provide translation services from English-Tetum-English as required
- Jun 23<sup>rd</sup> – 27<sup>th</sup>, '15** **UNDP- Parliament Project** **Dili, Timor-Leste**  
**Assistant Evaluator (Short-term Contract)**
  - Provide both translation and interpretation services from English-Tetum-English as required during evaluation meetings
  - Desk-review of activities/program-related documents, identifying progresses, achievements, lessons learned, areas for further assistance
  - Provide working feedback and inputs regarding the progress of the evaluation assignment
- Jun 1<sup>st</sup>, '15 – Dec '17** **Secretary of State for Institutional Strengthening of RDTL** **Dili, Timor-Leste**  
**Freelance Translator/Interpreter**
  - Provide both translation and interpretation services from English-Tetum-English as required by client
- May 9<sup>th</sup> '15 – Current** **Wolfestone Translation Ltd** **Swansea, UK**  
**Freelance Translator**
  - Provide translation services from English-Tetum-English as required by client
  - Provide translation services on health matters, particularly during the recent COVID-19 pandemic
- Dec 7<sup>th</sup> '14 –Apr '18** **International Organization for Migration (IOM)** **Dili, Timor-Leste**  
**Freelance Translator/Interpreter**
  - Provide both translation and interpretation services from English and Tetum as required by the institution in the areas of migrant labour, migrant smuggling and trafficking, etc.
- Nov. 18<sup>th</sup> '14** **CECOFORMA** **Brussels, Belgium**  
**Freelance Interpreter**
  - Provide simultaneous interpretation services from English-Tetum-English during the European Union Cooperation meeting
- Nov. 5<sup>th</sup> '14 -Current** **Commercial Translation Centre (CTC4.com)** **VIC, Australia**  
**Freelance Translator**
  - Provide translation services from English-Tetum-English as required by the organization
- Oct. 1<sup>st</sup> '14 – Apr. '17** **Secretary of State for Environment of RDTL** **Dili, Timor-Leste**  
**Freelance Translator/Interpreter**
  - Provide both translation and interpretation services from English and Tetum as required by the institution
- Sept. 18<sup>th</sup> '14 – Dec '17** **Timor-Leste Community Policing Program (TLCPP)** **Dili, Timor-Leste**  
**Freelance Interpreter**
  - Provide simultaneous interpretation services from English-Tetum-English during the workshop for PNTL- National Community Police Department Annual Action Plan
- Sep. 16<sup>th</sup> – 17<sup>th</sup> '14** **Asian Disaster Preparedness Center (ADPC)** **Dili, Timor-Leste**  
**Freelance Interpreter**

- Provide both consecutive and simultaneous interpretation services from English-Tetum-English during the Workshop on Disaster Risk Reduction Mainstreaming into Development Process

**Sept. 5<sup>th</sup> '14 - Current** **World Health Organization (WHO)** **Dili, Timor-Leste**  
**Freelance Translator**

- Provide translation services from English-Tetum-English as required by the organization

**Jul. 1<sup>st</sup> '14 –Apr. '17** **Ministry of Agriculture and Fisheries of RDTL** **Dili, Timor-Leste**  
**Freelance Translator**

- Provide translation services from English and Tetum as required by the institution

**Jun. 27<sup>th</sup> '14 –Dec '19** **PLAN International Timor-Leste** **Dili, Timor-Leste**  
**Freelance Translator/Interpreter**

- Provide both translation and interpretation services from English, Tetum and Indonesian as required by the organization

**Jun. 11<sup>th</sup> '14 -Current** **World Vision Timor-Leste** **Dili, Timor-Leste**  
**Freelance Translator/Interpreter**

- Provide both translation and interpretation services from English, Tetum and Indonesian as required by the organization

**May 2<sup>nd</sup> '14 -Current** **UN-Human Rights Advisory Unit** **Dili, Timor-Leste**  
**Freelance Translator/Interpreter**

- Provide both translation and interpretation services from English-Tetum-English as required by the organization
- Provide both consecutive interpretation services from English-Tetum-English during the meeting between UN Agencies, CSOs and partner organizations

**Jan. 20<sup>th</sup> – 23<sup>rd</sup> '14** **SCS Global Services** **California, USA**  
**Freelance Interpreter**

- Provide both simultaneous and consecutive interpretation services from English-Tetum-English during the Monitoring and Inspection to the coffee mills and farms in Dili and Ermera district

**Nov. 18<sup>th</sup> -20<sup>th</sup> '13** **Geographic Information Group** **Dili, Timor-Leste**  
**Freelance Interpreter**

- Provide both simultaneous and consecutive interpretation services from English-Tetum-English during the GIS Day Expo in Dili

**Sep '13 – Current** **The Language Room Ltd** **Scotland**  
**Freelance Translator**

- Provide translation, proofreading and editing services from English-Tetum-English
- Provide translation services on health matters, particularly during the recent COVID-19 pandemic

**Mar. 10<sup>th</sup> – Apr. 30<sup>th</sup> '13** **The Asia Foundation** **Timor-Leste**  
**Research Assistant (Short-term Contract)**

- Conduct Focus Group Discussion with target groups for Community Policing Committee (CPC) in Baucau, Aileu, Manatuto and Bobonaro Districts on the Theory of Change
- Provide both simultaneous and consecutive interpretation services from English-Tetum-English during the meetings with Suco Chiefs, PNTL National and District Commanders, PNTL Community Police Officers in the Districts and TAF's CSO partner representatives and TAF's HAKOHAK District Coordinators.
- Provide translation services from English-Tetum-English as required

**Feb '13 – Current** **The Asia Foundation (TAF)** **Dili, Timor-Leste**  
**Freelance Translator/Interpreter**

- Provide translation and interpretation services from English-Tetum-English for TAF's program-related documents

**Feb. '13 – Current** **PeMad International Translation** **DIY, Indonesia**  
**Freelance Translator, audio transcriber & video subtitling**

- Provide translation, proofreading and editing, and (audio) transcription and (video) subtitling services from English-Tetum-English

**Mar. 1<sup>st</sup>, '12 – Oct. '17** **UN WOMEN** **Dili, Timor-Leste**  
**Freelance Translator/Interpreter (LTA until Apr. 31<sup>st</sup> 2013)**

- Provide translation services from English-Tetum-English
- Provide both simultaneous and consecutive interpretation from English-Tetum-English in events organized by UN WOMEN

<b>Feb. 27<sup>th</sup>, '12 – Dec. '13</b> <b>Freelance Translator</b>	<b>Chambers Consultant Pte. Ltd.</b>	<b>Singapore</b>
<ul style="list-style-type: none"> <li>• Provide translation services from English-Tetum-English</li> </ul>		
<b>Feb. 23<sup>rd</sup>, '12 – Dec. '12</b> <b>Freelance Translator</b>	<b>Australian Labour Party National Secretariat</b>	<b>Australia</b>
<ul style="list-style-type: none"> <li>• Provide translation services from English-Tetum-English</li> </ul>		
<b>Jan 27<sup>th</sup>, '12 – Oct '17</b> <b>Freelance Translator/Interpreter</b>	<b>United Nations Population Fund (UNFPA)</b>	<b>Dili, Timor-Leste</b>
<ul style="list-style-type: none"> <li>• Provide translation services from English-Tetum-English</li> <li>• Provide both simultaneous and consecutive interpretation from English-Tetum-English in events organized by UNFPA</li> </ul>		
<b>Jan 11<sup>th</sup>, '12 – Aug. '13</b> <b>Freelance Translator</b>	<b>Timor-Leste Police Development Program (TLPDP)</b>	<b>Dili, Timor-Leste</b>
<ul style="list-style-type: none"> <li>• Provide translation services from English-Tetum-English</li> </ul>		
<b>Sep '11 – Mar. '15</b> <b>Freelance Translator/Interpreter</b>	<b>UNESCO</b>	<b>Dili, Timor-Leste</b>
<ul style="list-style-type: none"> <li>• Provide translation services from English-Tetum-English</li> </ul>		
<b>Sep '11 – Oct. '12</b> <b>Freelance Translator</b>	<b>A-A Language Services</b>	<b>Atlanta, GA, USA</b>
<ul style="list-style-type: none"> <li>• Provide translation services from English-Tetum-English</li> </ul>		
<b>Sep '11 – Feb. '13</b> <b>Freelance Translator</b>	<b>TranslateMedia</b>	<b>United Kingdom</b>
<ul style="list-style-type: none"> <li>• Provide translation services from English-Tetum</li> </ul>		
<b>Jul '11 – Mar. '13</b> <b>Freelance Translator</b>	<b>Kwintessential.Ltd</b>	<b>United Kingdom</b>
<ul style="list-style-type: none"> <li>• Provide translation services from English-Tetum-English</li> </ul>		
<b>Mar '11 – Jun. '12</b> <b>Freelance Translator</b>	<b>Axis Translations</b>	<b>United Kingdom</b>
<ul style="list-style-type: none"> <li>• Provide translation services from English-Tetum-English</li> </ul>		
<b>Feb. 9<sup>th</sup> '11 – Dec. '17</b> <b>Freelance Translator</b>	<b>Emerze</b>	<b>Pondicherry, India</b>
<ul style="list-style-type: none"> <li>• Provide translation services from English-Tetum-English</li> </ul>		
<b>Nov 22<sup>nd</sup> '10 – Mar. '12</b> <b>Freelance Translator</b>	<b>Small Arms Survey</b>	<b>Geneva, Switzerland</b>
<ul style="list-style-type: none"> <li>• Provide translation services from English-Tetum-English</li> </ul>		
<b>Oct 10<sup>th</sup> '10 – Jul. '12</b> <b>Freelance Translator</b>	<b>Save The Children</b>	<b>Dili, Timor-Leste</b>
<ul style="list-style-type: none"> <li>• Provide translation services from English-Tetum-English</li> </ul>		
<b>Jun 6<sup>th</sup> '10 – Dec '14</b> <b>Freelance Translator</b>	<b>Fundasaun Mahein</b>	<b>Dili, Timor-Leste</b>
<ul style="list-style-type: none"> <li>• Provide translation services from English-Tetum and Indonesia vice versa</li> </ul>		
<b>May 30<sup>th</sup> '10 – Jan. '12</b> <b>Freelance Translator</b>	<b>The Centre for International Governance and Innovation</b>	<b>Ontario, Canada</b>
<ul style="list-style-type: none"> <li>• Provide translation services from English-Tetum-English</li> </ul>		

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| <b>Feb. 18<sup>th</sup> '10 – Dec. '13</b>   | <b>Kopernik</b>  | <b>New York, USA</b>         |
| <b>Freelance Translator</b>  |  |                              |
| <ul style="list-style-type: none"> <li>• Provide translation services from English-Tetum-English</li> </ul>  |  |                              |
| <b>Jan 1<sup>st</sup> '10 – Aug. '14</b>   | <b>United Nations Children's Fund (UNICEF)</b>             | <b>Dili, Timor-Leste</b>     |
| <b>Freelance Translator/Interpreter (Long-Term Agreement)</b>  |  |                              |
| <ul style="list-style-type: none"> <li>• Provide translation services from English-Tetum-English</li> <li>• Provide both simultaneous and consecutive interpretation services as required</li> </ul>   |  |                              |
| <b>Dec '09 – Jan. '13</b>  | <b>International Crisis Group (ICG)</b>                    | <b>Timor-Leste</b>           |
| <b>Research Assistant &amp; Freelance Translator</b>   |  |                              |
| <ul style="list-style-type: none"> <li>• Assist in ICG principal researcher during field research on political, social, security and defence issues across Timor-Leste and NTT (Indonesia)</li> <li>• Conduct research and interviews on issues regarding security and conflict resolutions</li> <li>• Provide translation services from English-Tetum-English</li> </ul>  |  |                              |
| <b>Dec 9<sup>th</sup> '09 – Feb. 13<sup>th</sup> '10</b>   | <b>GTZ Transitional Justice Programs (TJP)</b>             | <b>Manatuto, Timor-Leste</b> |
| <b>Trainer for Conflict Management, Non-Violent Communication and Mediation (Short-term Contract)</b>  |  |                              |
| <ul style="list-style-type: none"> <li>• Prepare and design training materials on Conflict Management, Non-Violent Communication and Mediation</li> <li>• Deliver Basic Mediation Training covering Conflict Management, Non-Violent Communication and Mediation to participants from 3 (three) Sub-Districts in Manatuto including Manatuto, Laclo and Laclubar</li> </ul>  |  |                              |
| <b>Nov. 9<sup>th</sup> – 20<sup>th</sup> '09</b>   | <b>GTZ –Transitional Justice Programs (TJP)</b>            | <b>Dili, Timor-Leste</b>     |
| <b>Trainee Mediator</b>  |  |                              |
| <ul style="list-style-type: none"> <li>• Participated in the follow-up mediation training provided by ORCA Institute, Germany (Short-term Contract)</li> </ul>   |  |                              |
| <b>Sep 15<sup>th</sup> '09 – Feb. '11</b>  | <b>International Security Sector Advisory Team (ISSAT)</b> | <b>Geneva, Switzerland</b>   |
| <b>Freelance Translator</b>  |  |                              |
| <ul style="list-style-type: none"> <li>• Provide translation services from English-Tetum-English</li> </ul>  |  |                              |
| <b>Jul 3<sup>rd</sup> '09 – Current</b>  | <b>Language Connect</b>                                    | <b>United Kingdom</b>        |
| <b>Freelance Translator, audio transcriber &amp; video subtitling</b>  |  |                              |
| <ul style="list-style-type: none"> <li>• Provide translation, proofreading, editing and (audio) transcription and (video) subtitling services from English-Tetum-English</li> </ul>  |  |                              |
| <b>Feb. 18<sup>th</sup> '09 – Current</b>  | <b>Embassy of the United States of America</b>             | <b>Dili, Timor-Leste</b>     |
| <b>Freelance Translator</b>  |  |                              |
| <ul style="list-style-type: none"> <li>• Provide translation services from English-Tetum-English</li> <li>• Provide simultaneous interpretation services from English-Tetum-English during training on Nuclear Proliferation Awareness Workshop</li> <li>• Provide simultaneous interpretation services from English-Tetum-English during training on Money Laundering &amp; Financial Investigation, Organized Crimes and Criminal Investigations (Department of Justice)</li> </ul>  |  |                              |
| <b>Sep 1<sup>st</sup> '08 – Jun 30<sup>th</sup> '09</b>  | <b>German Technical Cooperation (GTZ Timor-Leste)</b>      | <b>Timor-Leste</b>           |
| <b>Field Coordinator for Transitional Justice Programs in Viqueque District (Full-Time)</b>  |  |                              |
| <ul style="list-style-type: none"> <li>• Assist in drafting, designing and developing the Transitional Justice Programs activities in the districts of Viqueque and Covalima</li> <li>• Designing the ToR for field staffs and district-based administrative support</li> <li>• Liaise with the District Administrator of Viqueque in the community outreach</li> <li>• Provide Progress Report on activities conducted in the District of Viqueque</li> <li>• Provide working feedback as required</li> <li>• Translating documents as required by the Programs</li> <li>• Provide consecutive and/or simultaneous interpretations in meetings as required</li> <li>• Trained Mediator and Trainer on "Conflict Management, Non-Violent Communication, Negotiation and Mediation"</li> <li>• Provide Mediation training for Mediators in Viqueque District</li> </ul> |  |                              |
| <b>May 1<sup>st</sup> '08 – Current</b>  | <b>USAID</b>   | <b>Dili, Timor-Leste</b>     |
| <b>Freelance Translator</b>  |  |                              |
| <ul style="list-style-type: none"> <li>• Provide translation services from English-Tetum-English</li> </ul>  |  |                              |

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|--|---|--------------------------|
| <b>Feb. 15<sup>th</sup> '07 – Aug 31<sup>st</sup> '08</b><br><b>Program Assistant (Full-Time)</b>  | <b>International Foundation for Election Systems (IFES)</b> | <b>Dili, Timor-Leste</b> |
| <ul style="list-style-type: none"> <li>• Assist in the drafting, designing and development of the Civic Education Booklet on Election Results, Presidential Decision and Formation of Government</li> <li>• Designing the Civic Education Trainers' Manual</li> <li>• Deliver ToT for Civic Education Trainers</li> <li>• Assist in the revision of Election Laws and the Political Party Financing Law</li> <li>• Provide a full-translation of the Draft Laws of Election Administration Bodies Law; Parliamentary Election Law; Presidential Election Law; Political Party Financing Law</li> <li>• Liaise with Commission A in the National Parliament on the progress of Draft Laws</li> <li>• Trainer on Election Legal framework and Election Complaints</li> <li>• Translating election-related documents from English and /or Portuguese to Tetum vice versa</li> <li>• Translating presentation materials for National Election Commission/CNE commissioners and Focal Points training</li> <li>• Interpreting during meetings with CNE commissioners</li> <li>• Interpreting in trainings for CNE Commissioners and Focal Points</li> <li>• Assisting IFES' Advisers in the organization of meetings with CNE commissioners</li> <li>• Assist in the administrative support for the CNE</li> <li>• Operating Election Complaints Database at CNE before, during and after the elections</li> <li>• Provide working-feedback on the progress of the program</li> </ul> |   |                          |
| <b>Feb. '07 – Aug. '10</b><br><b>Freelance Translator</b>  | <b>Peace Dividend Trust (PDT)</b>                           | <b>Dili, Timor-Leste</b> |
| <ul style="list-style-type: none"> <li>• Provide translation services from English-Tetum-English</li> </ul>  |   |                          |
| <b>Mar 26<sup>th</sup> - Apr 7<sup>th</sup> '08</b><br><b>Freelance Interpreter</b>  | <b>Peace and Democracy Foundation</b>                       | <b>Timor-Leste</b>       |
| <ul style="list-style-type: none"> <li>• Provide interpretation services from English-Tetum-English during visits to Baucau, Viqueque and Maliana in the meetings with Mediation Panels and Conflict Resolution Trainers</li> <li>• Provide interpretation services from English-Tetum-English during training on "Funding Proposal Writing" and "Programs Financial Report"</li> </ul>  |   |                          |
| <b>Feb '07 - Current</b><br><b>Freelance Translator/Interpreter</b>  | <b>United Nations Development Program (UNDP)</b>            | <b>Dili, Timor-Leste</b> |
| <ul style="list-style-type: none"> <li>• Provide Interpretation and translation services from English-Tetum-English for UNDP Projects namely: MSS DPBSC Project; HRM Project; Party Resource Center; HR Capacity Building of PDHJ (Ombudsman); Poverty Reduction and Environment Unit; Governance Unit; National Parliament Project; SSRI-NAPA Project; PNTL Project; Justice Sector Project; DRM Project; LEARN Project; ZEESM Project; CGF Project</li> <li>• Interpreting and co-facilitating during Leadership and Management Training Programs (Module 1 -7)</li> <li>• Provide Interpretation and translation services from English-Tetum-English to UN Resident Coordinator Office</li> </ul>   |   |                          |
| <b>Feb. 5<sup>th</sup> – 28<sup>th</sup> '07</b><br><b>Interpreter (Short-term Contract)</b>   | <b>UN High Commission for Refugees</b>                      | <b>Dili, Timor-Leste</b> |
| <ul style="list-style-type: none"> <li>• Provide interpretation service from English-Tetum-English during the Protection Working Group meeting on Mondays at Ministry of Labour and Community Reinsertion</li> </ul>   |   |                          |
| <b>Mar 6<sup>th</sup> '06 – Jan. '09</b><br><b>Freelance Translator/Interpreter</b>  | <b>Management Sciences for Development, Inc.</b>            | <b>Dili, Timor-Leste</b> |
| <ul style="list-style-type: none"> <li>• Provide interpretation service as required from English-Tetum-English</li> <li>• Provide translations services to documents from English-Tetum-English</li> </ul>   |   |                          |
| <b>Sept 25<sup>th</sup> – Nov 11<sup>th</sup> '06</b><br><b>Freelance Translator/Interpreter</b>   | <b>International Foundation for Election Systems (IFES)</b> | <b>Dili, Timor-Leste</b> |
| <ul style="list-style-type: none"> <li>• Provide interpretation service as required from English-Tetum-English</li> <li>• Provide translations services to documents from English-Tetum-English</li> </ul>   |   |                          |
| <b>Jul. 26<sup>th</sup> – Sept 25<sup>th</sup> '06</b><br><b>Translator/Interpreter (Full-Time)</b>  | <b>UN Independent Commission of Inquiries</b>               | <b>Dili, Timor-Leste</b> |
| <ul style="list-style-type: none"> <li>• Provide interpretation services during interviews of key people for their testimony</li> <li>• Provide translation services for the inquiry-related documents</li> <li>• Provide working feedback on the progress of findings from the interviews</li> </ul>  |   |                          |



- Provide working feedback on progress of capacity building initiatives
- Ad-Hoc interpretation for the World Bank review committee in Manatuto
- Full-translations of a survey on the opinion of Health Centre Managers of the Current health system in Timor-Leste
- Ad-Hoc interpretation during the National Workshop on measles at the Dili Hospital
- Full-translations of draft Supervision Workshop Package for Ministry of Health (MoH) training; draft Guidelines for Monitoring the District Health Plan; draft Guidelines for Implementing the District Health Plan
- Translating and interpreting for District Adviser in technical advice and capacity building sessions on Health Management (District Health Plan & Management Issues)
- Simultaneous interpretation at various meetings (Tetum/Indonesia to English and vice versa)

**May '03**

**UNDP-Parliamentary Union**

**Dili, Timor-Leste**

- Simultaneous interpretation during Seminar/Workshop on Budgetary Process, organized by UNDP and the Parliamentary Union at the National Parliament building
- Provide interpretation services in Budgetary Process' sessions in Tetum-English-Portuguese vice versa

**Apr. '03 – Sep '04**

**Oxfam Great Britain (OGB)**

**Dili, Timor-Leste**

- Simultaneous interpretation during Timor-Leste National Congress on Education, organized by Oxfam Great Britain (OGB) at the Ministry of Education, Youth and Sport
- Simultaneous Interpretation for the 1<sup>st</sup> National Congress on Illiteracy under contract with Oxfam Great Britain (OGB)
- Simultaneous Interpretation for the 3<sup>rd</sup> Donor Meeting for the Ministry of Agriculture, Forestry and Fisheries under contract with Oxfam Great Britain (OGB)
- Provide interpretation services in the workshop sessions on Education from Tetum-English vice versa

**Apr. – May '02**

**European Union for Electoral Observation Mission**

**Dili, Timor-Leste**

**Senior Assistant at the EUEOM for the 1<sup>st</sup> Parliamentary and Presidential Election (Short-term Contract)**

- Editing electoral-related news for the Chief and Deputy Chief of the EUEOM
- Translations in Tetum-English vice versa of electoral-related news
- Provide interpretation services from Tetum-English vice versa for the Chief and Deputy Chief of the EUEOM during the Presidential Campaign in Dili and Ermera
- Organizing meeting with the election working group, consists of local NGOs
- Provide interpretation services from Tetum-English vice versa during meetings with the election working group
- Assisting and provide interpretation services from Tetum-English vice versa for the Chief and Deputy Chief of the EUEOM during the Presidential Election Day

**Jun. '01 – Jul. '02**

**Oxfam Australia (OCAA)**

**Dili, Timor-Leste**

**Translator/Interpreter in NGO Development and Advocacy Section (Part-Time)**

- Provide interpretation services from Tetum-Bahasa Indonesia-English vice versa during meetings
- Full-translations of the draft Timor-Leste Judiciary System for the International Tribunal; draft Women and Children's Rights produced by NGO working group for Constitution
- Provide translation services from Tetum-English-Bahasa Indonesia vice versa of the work-related documents

**Oct 1<sup>st</sup> 1999 – Oct 31<sup>st</sup> 2000**

**UNTAET**

**Timor-Leste**

**Translator/interpreter at UN CIVPOL HQ in Investigation Unit (Full-Time)**

- Provide interpretation services from Tetum-Bahasa Indonesia-English vice versa for the investigators during interviews of the militia-men suspects & interviews of the eye-witnesses
- Provide translation services from Tetum-Bahasa Indonesia-English vice versa of the statements of the suspects and the eye-witnesses

**Sep 26<sup>th</sup> – Oct 20<sup>th</sup> 1999**

**International Committee for the Red Cross**

**Dili, Timor-Leste**

**Field Assistant for the Emergency Housing Unit (Short-term Contract)**

- Provide Interpretation from Tetum-English and vice versa for the Technical Engineer during the emergency housing
- Liaise with the Technical Engineer on the progress of construction of emergency house
- Assist in the collection of corps/bodies of the post-referendum's victims in Dili

**Jul. 16<sup>th</sup> – Aug. 31<sup>st</sup> 1999**

**UNAMET**

**Dili, Timor-Leste**

**Language Assistant for the UN International Electoral Officers (Full-Time)**

- Provide interpretation services from Tetum-English and vice versa during the sessions of registration for Referendum
- Provide translations of voter-registration's related documents

**Languages Specialties:**    **Indonesian**      Fluent in speaking, writing, and reading  
                                  **Tetum (Native)**    Fluent in speaking, writing, and reading  
                                  **English**            Fluent in speaking, writing, and reading

**Subject Specializations:** - Management, Education, Health (Pharmaceutical & General), Media Monitoring (Journalism), Conflict Resolution & Management, Commerce, Law, Energy (Petroleum, Gas and Mining), Water and Sanitation, Environment, Social and Security Research, Human Rights, Human Trafficking, Migration, Anti-Corruption (Criminal Investigations, Money Laundering & Financial Investigation, Organized Crimes), Child Protection, Gender Equality and Gender-Based Violence

**Other Special Skills**

- Trainer for Basic Mediation Skills (Conflict Management, Non-Violent Communication and Mediation)
- Trainer and facilitator for Basic Skills in Forum Theatre (Theatre of the Oppressed)
- Video and audio transcriptions and subtitling
- CAT Tools (MemoQ & XTM)