**Shona Translator’s CV**

**Jacqueline Chimutashu**

**Translator Profile:**

**Mother Tongue**: Shona

**Other Languages:** English, Ndebele North,

**Year started as a professional translator:** 2004

**Country of Residence:** Zimbabwe

**Qualifications & Courses:**

**Year: 2004**

**Institution:** Harare Polytechnic College

**Qualification:** Diploma in Mass Media Communication

**Year: 2021**

**Institution:** Alison

**Qualification:** Certificate in Copywriting for Conversions

**Work Experience:**

**Current employer: MTS Translation Services**

**Top 5 Language Service Providers by MTS**

* **ST Communications; The LocMasters; East Africa Language Services; Transperfect**
* **Day Translation**

**Year: 2004 to current**

**Positions**:

* Freelance Shona Translator/Researcher/Writer/Editor/Script Writer/Content Writer
* Remote Technical Writer
* Remote Project Proposal Writer

**Localisation:**

MTS Shona Translation, Editing, Transcribing

Facebook into Shona

**Localisation Terminology:**

Facebook Style Guide updates

**Life Sciences:**

* Clinical labelling
* Clinical trials
* Medical devices &amp; software
* Pharmaceuticals
* Regulatory affairs

**Therapeutic areas include:**

HIV/AIDS, TB, Diabetes, Cardiology, Arthritis, Asthma, Covid-19, ICON, GSK, Medical records, Clinical trials; studies, Patient information documents, Informed consent forms (ICF’s), Subject research pamphlets, Product guides, Product labels, Product leaflets. Training manuals for medical devices, Translating, editing and proofreading medical texts and articles/publications.

**Educational:**

Children’s books

**Religion:**

Books, magazines, websites

**Government:**

Surveys, Questionnaires

**Immigration:**

Messages, audios, videos, letters

**Transcribing:**

Audios, videos

**Subtitling:**

Audios, videos, movies

**Legal:**

Informed Consent forms

Marketing &amp; Advertising:

Facebook, Google

**Services:**

Translation, trans creation, back translation, translation reconciliation, comparative review, localization, language editing, text editing, plain language editing, review, proofreading, post MT editing, language quality inspection, linguistic sign-off, consecutive interpreting, simultaneous interpreting, telephone interpreting, transcription, subtitling, copywriting

**Software Knowledge:**

Excel, MS Word, MemoQ, Memsource, SDL Trados, Translation Workspace (TWS), Wordfast

**Other Fields of Experience**

**Freelance Researcher/ Writer/ Editor/ Translator**

* Sub-titling English to Shona and Shona to English translator for plays, books, stories, articles.
* Research and write for clients on various genres
* Ghost -write short stories and short novels for various authors
* Editing services
* Research and gather the latest technical news in software technology, business finance, scientific products and engineering innovations
* Research on proposed film and documentary content
* Script writer for documentaries and films
* Edit and proof reading scripts

**Companies worked with:**

* Cee Jay Productions – Script Writer
* The Buttonwood Tree, USA – Remote Technical Writer
* Athari, USA – Remote Project Proposal Writer
* Pasit Media Productions – Writer, Editor, and Content Creator