**Curriculum Vitae**

**NDAYISABA JANVIER**

**No. 2 KK 213 KIGALI RWANDA**

**Contact No:+250 789 812 940 +255622337076**

e-mail: **janviersaba@gmail.com**

**Twitter/Instagram/Skype: @janviersaba**

* **Career Experience:**

**FOURSQUARE GOSPEL CHURCH**

**KIGALI, RWANDA**

**INTERPRETER**

Date: January 2014 till date

**Responsibilities Include:**

* Interpret the church service into Kinyarwanda from Swahili, English and French depending on the preacher’s language
* Interpret the church service into English from Swahili, Kinyarwanda and French depending on the preacher’s language
* Insure the congregation gets original message from the preacher
* Translate church documents that include but not limited to legal, sermons, letters and devotions into 4 official languages of Rwanda (Kinyarwanda, English, French and Swahili)
* Other related works

**SOM GRANDS LACS COMPANY**

**KIGALI RWANDA**

**As Marketing Manager.**

Date: January 2014 to December 2015.

**Responsibilities Include:**

* Managing all marketing department
* Developing marketing strategy for the company
* Connecting marketing with sales
* Overseeing the company marketing budget
* Monitor and report on effectiveness of marketing communications
* Analysing potential strategic partner relationships for company marketing.

**UPWORK, TRANSLATORSCAFE.COM and BULUU PUBLISHING**

**ONLINE**

**As a FREELANCER**

**Date: 2013 to now**

**Responsibilities Include:**

* Reading documents and translate them accurately in indicated language
* Writing and editing copies
* Preparing summaries
* Consulting clients
* **Education Qualification:**

MASTER OF SOCIAL WORK, COMMUNITY DEVELOPMENT

INSTITUTION: ANNAMALAI UNIVERSITY

ANNAMALAI NAGAR – 608 002

CHIDAMBARAM TAMIL NADU –INDIA

BACHELOR OF COMMERCE

INSTITUTION: ANNAMALAI UNIVERSITY

ANNAMALAI NAGAR – 608 002

CHIDAMBARAM TAMIL NADU –INDIA

CERTIFICATE IN INTERPRETING

INSTITUTION: FOURSQUARE CHURCH

CALIFORNIA, USA

ADVENCED CERTIFICATE OF SECONDARY EDUCATION IN ARTS AND LANGUAGES (ENGLISH, FRENCH, SWAHILI AND KINYARWANDA)

INSTITUITION: RWANDA NATIONAL EXAMINATION COUNCIL

KIGALI -RWANDA

**SKILLS:**

* Ability to write well
* Ability to adhere to deadlines
* Ability to transfer style, tone and cultural elements accurately from one language to an other
* Good general knowledge
* Attention to details
* Focus
* Non-judgement
* Keeping clients’ material confidential and safe
* Excellent written and spoken English, French, Swahili, Kinyarwanda and Kirundi
* IT skills
* Social media literate
* Good communication skills
* **Personal Details:**
* **Name:** NDAYISABA JANVIER.
* **Date of Birth:** 30/11/1982.
* **Nationality :** RWANDAN
* **Marital Status :** Married
* **Language:** English, French, Kiswahili, Kinyarwanda, and Kirundi.

**Declaration:**

I solemnly declare that statement made by me in this form are correct to the best of my knowledge and belief.

NDAYISABA JANVIER