

## Curriculum Vitae

### Personal Information

**Name:** Samriye Sirat Osman.

**Email:** [samriyeosman@gmail.com](mailto:samriyeosman@gmail.com)

**Contact number:** +254718280182.

**Marital status:** Married.

**Languages Spoken:** English, Kiswahili, and Somali.

**Place of living:** Ifo, Dadaab-Kenya.

### **Career profile:**

To serve in an innovative and future-oriented organization and company that is open to new ideas and is ready to offer unprecedented challenges and programmed for dynamism as well as a good working environment and good prospects for career advancement. This will enable full utilization of my potential and creativity while achieving organizational goals and objectives. Here are My Major strength

- Ability to put long hours with maximum supervision
- High personal integrity able to create relation and trust in all high articulate.
- Hardworking, responsible, team work, diligent, co-operative, dynamic and honest young man with strong interpersonal skills with ability to maintain high level of confidentiality and able to interact with people of different background.

### **Career achievement:**

- Successfully undertook a translation and transcription assignment from both online and onsite.
- Active member of Translation Without Borders and United Nations Volunteers program
- I was a panelist at the International Trade Center Economic Resilience for Business in Displacement Settings Forum held in Geneva, Switzerland
- Develop and implement monitoring and evaluation tools for various assignments awarded to the Dadaab Collective Freelancing Agency
- Collect, analyze and interpret field data as required by the Norwegian Refugee Council (NRC)

## **PERSONAL SKILLS AND ATTRIBUTES**

- **Leadership and Supervision** – Provides excellent leadership to various work teams resulting in the successful achievement of work objectives.
- **Organization and Planning** - A highly organized individual who approaches all her work in a methodical and professional manner.
- **Problem Solving** - An innovative problem solver, who is able to identify, prioritize and analyze complex issues and work challenges as well as offer practical solutions.
- **Information Technology** - Proficient in the use of Windows Operating Systems and Communicates very well both orally and in writing. Possess good presentation skills. Fluent in English, Kiswahili, and Somali.
- **Interpersonal** – Relates and works very well with people from different cultures and backgrounds.

## Professional Experience

### **January 2017 to Dec 2019 : DRC as a supervisor, a community mobilizer/interpreter and trainer.**

#### **Role and responsibilities**

- Aligning individual performance expectations with organizational goals
- Developing performance goals collaboratively with their direct reports
- Ensuring that performance goals are clearly communicated and current work are prioritized.
- Providing fair, constructive, and timely feedback towards performance expectations.
- Goals: Providing assistance, guidance, and coaching support as needed.

### **Nov 2019- 31 Dec 2020: Somali Translator Online at M-Shule**

#### **Role and responsibilities**

- Performed various translation and interpretation duties from Somali into English, including written texts, localization, internationalization, audio files, and live speaking presentations online.
- Arranged concurrent translation during corporate meetings to allow English audience members to take part in Somali-language events.
- Translated text projects, including Medical documents, legal documents, website content, news articles, and corporate reports.

### **June 2018- To June 2020: Medical Interpreter at Red Cross Kenya.**

#### **Roles and responsibilities**

- Worked with families to understand concerns and answer questions relevant to medical procedures.
- Provided cultural information to healthcare providers in order to ensure appropriate provision of health services.
- Translate procedural information to facilitate understanding between doctors and patients
- Ensured that correct concept and context is provided by ensuring that no omissions or additions are evident.
- Streamlined patient and provider interaction by providing a channel of effective communication.
- Positive impact on quality of care and quality of patient outcomes.

### **October 2021- To date at Up work Online platform and working as a online Freelancer**

#### **Roles and responsibilities**

- Work as an online freelance Voice-Over, Proofreader, Translator and Transcriber. I have been doing Somali Translation/ Interpretation for the last 4+ years.
- I do onsite Interpretation, Video Remote Interpretation (VRI), and Over Phone Interpretation (OPI) through different companies and platforms like Multilingual Interpreters and Translators, Boost lingo, Language Link, and Homeland Language Service.
- Discussed projects and completed assignments by utilizing Upwork message platform, email and telephone communication.
- Utilized exceptional writing skills, editing skills and proofreading skills to produce engaging and error free content.
- Prepared proposals

### **February 2018- March 2020 at FilmAid Kenya.**

#### **Roles and responsibilities**

- Translating Somali language to English and vice-versa for refugees and asylum seekers during Bio-metric Identity Management System (BIMS) exercises.
- Calling clients for lineup.
- Offering assistance on finger printing process.
- Translating English documents into Somali.
- Worked with families to understand concerns and answer questions relevant to medical procedures.
- Provided cultural information to healthcare providers in order to ensure appropriate provision of health services.

## ACADEMIC QUALIFICATIONS

Date	Education	Institution
1 <sup>st</sup> Jan , 2020 to April 2020.	Online Digital Freelancing.	IFO YEB CENTER
1 <sup>st</sup> Feb,2008 – 31 <sup>st</sup> Nov,2011.	Kenya certificate of secondary education.	Towfiq Seconadry School
1 <sup>st</sup> Feb,1999- 31 <sup>st</sup> Nov 2007.	Kenya certificate of primary education.	Midnimo Primary School
<b>Skills Profile</b>	<ul style="list-style-type: none"> <li>❖ Experienced and Reliable Digital online freelancer.</li> <li>❖ High ethical standards and integrity.</li> <li>❖ Team player and strong leadership.</li> <li>❖ Ability to work under pressure and meet deadlines.</li> </ul>	

<b>Areas of Expertise</b>	<ul style="list-style-type: none"> <li>❖ Technical/Industry.</li> <li>❖ Medical, legal, Business,General Translation/Transcription, and Proofreading</li> <li>❖ IT Teacher.</li> <li>❖ Digital Marketing experience.</li> <li>❖ Email/letter/written communication.</li> <li>❖ IT: hardware &amp; software.</li> </ul>
<b>Soft and Hard skills</b>	<ul style="list-style-type: none"> <li>❖ Computer skills.</li> <li>❖ Microsoft Office skills.</li> <li>❖ Project management skills.</li> <li>❖ Microsoft Office Suite.</li> <li>❖ Language skills</li> <li>❖ Communication skills.</li> </ul>

## REFEREES.

Name	Title	Contact	Email
Alex Gichuru	Assistant Education Officer (NRC)	+254711360383	<a href="mailto:alex.nyabicha@nrc.no">alex.nyabicha@nrc.no</a>
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