**Shuma Amba Guyo**

**English<>Oromo and English<>Amharic Translator, proofreader, reviewer, dubber, and transcriber**

1. **Summary of Qualifications**

Passionate multilingual translator with 12 years’ experience in Amharic<>English and Oromo<>English translations.

Linguaphile from early childhood. Successfully translated over 100 complete projects. Looking to further improve translation skills by engaging more in translations, revisions, proofreading, editing and dubbing.

1. **Personal Information**

Full Name: Shuma Amba Guyo

Sex: Male

Age :38 Years

Nationality: Ethiopian

Place of birth: Darimu, lu Aba Bor, Ethiopia

Marital status: Married

Address: Tell-+251912631440

Email: shumaguyo@gmail.com

1. **Work Experience**

English<>English Translator, proofreader, editor, transcriber, and reviewer

English<>Oromo Translator, proofreader, editor, transcriber, and reviewer

February 2011–December 2023

* 1. **Key Qualifications & Responsibilities**
* Performed various translations, proofreading, editing, and reviewing from in English, Amharic, and Oromo.
* Arranged concurrent translation during donors and expats meeting with local communities in Ethiopia to allow them take part in community meetings and engagements.
* Translated, edited, reviewed, and proofread text projects, including legal documents, website content, and news articles.
* Upheld strict confidentiality policy when translating materials.
* Provided transcription services as needed by various clients.
	1. **Key Achievements**
* Successfully translated over 100 complete projects, reviewed, proofread, edited, and transcribed many others.
1. **Education**

Bachelor of Arts in Linguistics from Rift valley University

Graduation: 2010

1. **Key Skills**
* Excellent Verbal, Non-Verbal, and Written Communication
* Cultural Awareness & Intelligence
* Time Management & Multitasking
* Analysis & Research
* Self-Management & Self-Motivation
* Creative Writing Skills
* Copywriting & Copyediting
* Transcription
* Proofreading
* Driving License (Addis Ababa)
* ICT(Gelila)
* Monitoring and Evaluation (Addis Ababa)
* Google Translation tools
* MemoQ, Memsource Editor, Propio TM
* SEO
* Project management Pro
* Voice Recording and audio validation
* Interpreting
* Dubbing
1. **Languages**
* **Amharic**: Native Proficiency (ILR 5, CEFR C2+)
* **Oromo**: Native Proficiency (ILR 5, CEFR C2+)
* **English**: Working Proficiency (ILR 4+, CEFR C1)