

CURRICULUM VITAE

PERSONAL INFORMATION

Name : **ABU ELMAAWY**
Date of Birth : 16th October 1983
Nationality : Kenyan
Languages : English and Swahili
Marital status : Married
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Proz Profile : <https://www.proz.com/translator/2049433>

WORK EXPERIENCE

Agency Name : **Various Translation Agencies**
Position Held : **Freelance Translator**
Duration : **January 2006 onwards**

Responsibilities

- ❖ Translation of documents, articles and books in the English<>Swahili pair.
- ❖ Editing/Proofreading of documents, articles and books in the English<>Swahili pair.
- ❖ Use of CAT tools when requested by clients
- ❖ Experienced in the following fields:
 1. Accounting/Finance
 2. Automotive/Engineering
 3. Software
 4. Electronics
 5. Websites
 6. Literature
 7. Law
 8. Medical
 9. Agriculture
 10. Technology
 11. Social Sciences
 12. Environment

Company Name : **University of Nairobi – Mombasa Campus**
Position Held : **Lecturer**
Duration : **Nov 2015 to PRESENT**

Responsibilities

- ❖ Developing, monitoring and grading examinations.
- ❖ Participating in career development seminars for students.
- ❖ Planning & implementing undergraduate student curriculum.
- ❖ Course Units Taught:
 1. Swahili Level 3
 2. English Level 3
 3. Translation Technologies
 4. Translation Cycle
 5. Localization & Culture
 6. Teaching & Learning Process
 7. Student Psychology.

Company Name : **Kenya Literature Bureau**
Position Held : **Editor - Translations**
Duration : **Feb 2010 to Oct 2015**

Responsibilities

- ❖ Checking pages and quality control.
- ❖ Translating source English pages into Swahili.
- ❖ Editing Swahili pages translated by colleagues.
- ❖ Making sure books get published on schedule and within the set budget.
- ❖ Developing editorial work schedules.
- ❖ Reviewing published books to ensure that they are of the highest quality.
- ❖ Developing work schedules and budgets.

EDUCATIONAL QUALIFICATIONS

Course	University/Board
Master in Translation Studies – 2009	University of Nairobi
Bachelor of Education (Arts)-2007	Egerton University
Kenya Certificate of Secondary Education- Mean Grade (A)-2003	Allidina High School

TRAINING

Training/ Seminar	Conducted by	Duration	Status
Translation Technologies: SDL Trados & MemoQ	KLB Translation Department	12 Weeks	Completed
Professional Translator Membership	Kenyan Institute of Translators	6 Months	Completed

SOFTWARE

1. Microsoft Word
2. Microsoft Excel
3. Microsoft PowerPoint
4. Adobe Reader

CAT TOOLS

1. SDL Trados
2. MemoQ

PROJECT HISTORY

Proz Project History: [www.proz.com/wiwo/?criteria\[entity_id\]=2049433](http://www.proz.com/wiwo/?criteria[entity_id]=2049433)

REFERENCES

Proz Feedback Card: [www.proz.com/wiwo/?criteria\[entity_id\]=2049433](http://www.proz.com/wiwo/?criteria[entity_id]=2049433)

1. Emma Tallis
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2. Mark Boardman
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