

Olivia Taju

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PERSONAL INFORMATION

Nationality: Mozambican

Marital Status: Single

CAREER OBJECTIVE

Rendering services of Translation, Proofreading, Subtitling, Transcription, Edition and QA areas.

SUMMARY QUALIFICATIONS

Translator and QA Specialist with 7 years experience. Outstanding written and verbal communication and interpersonal skills. Great capacity of being self-disciplined for good results.

PROFESSIONAL EXPERIENCE

◇ May/2011 – to present

Certified Translator-Interpreter (English/Portuguese and Vice-versa) and QA Specialist – Freelance

Responsibilities:

- ✓ Participating in international translator and interpreter groups and communities such as ProZ.com, Translators Café, LinkedIn and Facebook;
- ✓ Giving assistance to consecutive interpretation for meetings, seminars and workshops;
- ✓ Translating script of surveys and voice recording for mobile phone applications, adapting and localizing products for local communities of Mozambique;
- ✓ Checking the grammar and the discursive coherence;
- ✓ Converting speech into a written or electronic text document;
- ✓ Translating dialogues of short videos;
- ✓ Evaluating a product name or tagline and deciding on a name product in the market;
- ✓ Adapting a message from one language to another, while maintaining its intent, style, tone and context to ensure that they are suitable for the target local market;
- ✓ Rendering translation service of joint ventures, lawsuits, reports, minutes, contracts, and certificates;
- ✓ Doing official translation of legal documents and certifying a copy of the translated document;
- ✓ Coordinating development and management of lexicons and glossaries;
- ✓ Overseeing linguistic QA process throughout the project life cycle;
- ✓ Performing cross-reference QA findings across English, Portuguese and sometimes French;
- ✓ Completing linguistic proofreading and quality assurance reviews;
- ✓ Compiling information, such as technical terms used in legal settings, into glossaries and terminology databases to be used in translations;
- ✓ Relaying the style and tone of the original language;
- ✓ Managing work schedules to meet deadlines;
- ✓ And providing translation work for companies and institutions such as BayanTech, PoliLingua, NeoLife, IntoProfessional, Language Solutions Inc., Localize Africa, Eni East Africa, Global Alliance, Barclays, Gender Links, USAID, CARE, Mcel, WWF, Magma Studio, Global Programs/UCSF, Five Roses, TRAFFIC, Cherubs, Comfitex, Fem-Free, Inecto Colours and PEP.

◇ August/2015 – to January/2017

Dental Practice Manager - Private Hospital of Maputo, Stomatology Department

Responsibilities:

- ✓ Provided general services and offered patients comfort;
- ✓ Prepared and translated case histories, medical records and reports;
- ✓ Handled routine correspondence, distributed records and files;
- ✓ Sent and replied short text messages to the patients and suppliers of surgery material;
- ✓ Received telephone calls from patients and suppliers;
- ✓ Maintained diaries, arranged appointments in the agenda and managed filing activities;

PROFESSIONAL EXPERIENCE (continued)

◆ August/2015 – to January/2017

Dental Practice Manager - Private Hospital of Maputo, Stomatology Department

Responsibilities:

- ✓ Took medical photos and different radiographs and burned images to their respective programs;
- ✓ Managed patients' accounts using the program Solumed Practice Management Software.

◆ February/2013 – December/2014

Language Teaching/Learning Facilitator (English/Portuguese) - Willow International School, Matola

- ✓ Performed the duties of a Portuguese and English Languages Teacher in Intensive Courses for the board of directors and teaching staff members;
- ✓ Developed and adapted teaching/learning materials and methodologies for training students in the areas of Education, Psychology and Business Management.
- ✓ Followed up and supported pre-university foreign students on the preparation of admission exams;
- ✓ Taught and managed both the national syllabus and the international syllabus Cambridge;

◆ January/2012 – December/2013

University Teaching Assistant of English I e II – Higher Education of Journalism, Maputo

- ✓ Taught the subject of English language I and II in the Academic Courses of the First Year of Communication and Information Sciences such as Journalism, Public Relations, Advertising and Marketing and Information Science;
- ✓ Followed up the students on the writing skills of their assignments;
- ✓ Participated in the administration of candidates for admission entrance exams in the Higher School of Journalism Courses in January/2013 in Quelimane City, and in January/2014 in Maputo City, Mozambique;

◆ February/2010 – November/2011

Teacher and Tutor – Willow Primary School, Maputo

Responsibilities:

- ✓ Followed up pupils from Grade 2 to 5 in their homework (Maths and Natural Science) and in the extra-curricular activities (Handicraft and Children's Cookery);
- ✓ Informed to the parents and guardians about the pupil's school activity;
- ✓ Motivated the reading habit for the children and taught them how to read well;

◆ January/2005 – December/2009

Administrative Assistant - English for International Communication, Maputo

Responsibilities:

- ✓ Assisted the manager in the control of administration and organization of files and records;
- ✓ Managed information and revised softcopy documents;
- ✓ Managed the stationery and the office materials for distributing among employees and customers;
- ✓ Designed advertisements, typed, printed and sent formal letters to customers and companies;

EDUCATION

◆ Degree Program in progress

Master Student, Business Administration

University of the People, California, USA

◆ August/2002 – April/2008

Licentiate, Program of Translation and Interpretation (English-Portuguese)

Faculty of Arts and Social Sciences

Eduardo Mondlane University, Maputo, Mozambique

ADDITIONAL INFORMATION

Computer Skills - An expert in software programs (in IBM and MAC environments) and Internet in user's perspective and assimilation capacity of the latest software. Proficiency in applications of the Microsoft Office: Word, Excel, Power Point, Access, Publisher, Calendar, One Note, One Drive and SDL Trados.

Language Skills - An advanced user of Portuguese, English and Shangaan (a local language);
A basic user of Swahili, Afrikaans, French, Spanish, German and Turkish.

Cultural Exchange Programs - where I was exposed to programs that increases my understanding of other cultures, languages and communities from South Africa, Kenya, Turkey, Yemen, Morocco, India, Pakistan, Brazil and Portugal.

1) Nairobi and Nakuru, in Kenya, December-January/2006;

2) Pretoria and Cape Town, in South Africa, December-January/2008 and December/2013.