

Resume

PERSONAL INFORMATION

Name: Fredrick Otiato
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otiato.fredrick012@gmail.com
Skype: fredrick.otiato
Sex: Male
Date of birth: 6/9/1984
Nationality: Kenyan
Marital Status: Married

Mother Language: Kiswahili

Other Languages: 1. English
2. Luhya

Member of East African Interpreters and translators Association (EATA)

EDUCATION AND TRAINING:

2005 -2007

Zanzibar Institute of Kiswahili and other Languages (ZLEB),
Proficiency in English & Kiswahili

Dar es Salaam City College –
Translation and Interpretation

2003 -2005

Star College of Management
Studies: Kenya Accounting
Technician Certificate (KATC)

2000 - 2003

Essaba High School (Mean Grade
(C)

1992 – 1999

Emusire Primary School (Mean Grade B+)

Courses/Workshops: The translation Workplace (Proz.com):

- CAT Tool & Software
- Marketing & Recruitment
- Proz.com Virtual event Series

17th Translation Contest: "The Sounds of Silence" Winner

EAST AFRICA INTERPRETERS & TRANSLATORS ASSOCTAION:

- Computer Assisted Translation Tools Master

Co-operative Bank of Kenya Courses:

Certificate of Participation in:

- Team Strategy, Team Leadership,
- Team Communication & Resource Utilization.
- Achieving Customer Loyalty &Its relationship to Profitability;
- Recommended Service Standards & Ethics in Customer Care;
- Managing dissatisfied, angry and Fraudulent Customers,
- Techniques in Managing Competition

Personal Qualifications:

- I have over 12 years' experience translating and localizing high level projects that require a great deal of responsibility.
- I am well-informed in various fields through current cutting edge patent translations and tools; furthermore I am experienced in a broad variety of translation fields.
- Very high level of classical/standard Swahili proficiency
- Very high level of mastering so great deal of specialized terminology
- Demonstrated ability to work independently

- Strong research, investigation and analysis skills
- Ability to deal with most levels, branches and fields of translation
- Ability to work under continuous work pressure;
- Excellent command of several Translation Memory (TM) tools.

WORK EXPERIENCE:

7/6/2007 Operations manager

Languages Africa:
Coordination of
duties, allocation of
translation tasks
amongst the team
members.

3/1/2008 – 9/3/2012 Project Manager

Afro Languages Centre
Supervision and Coordination of
projects

05 March 2012 – 1/7/2013

Afrolingo:
Proofreading and Editing
translated projects.

08/07/2013 – Date Freelance Translator

Field of Experience:

Localization: Windows 8, Office 15, Windows Services, Windows Store, Bing, Google (Google Talk, Google Docs, Google Talk, Google Sheets, Google Slides, Gmail, Blogger, Google Talk), Facebook, Skype, CNE Commerce, Apple, Nokia,

Legal: Birth certificates

Software Knowledge:

MS Word
MS PowerPoint
MS Access
Windows Explorer
File Manager
Excel
Internet Explorer
SDL Trados Studio Version 2007/2009/2014/2017
Wordfast
LEAF
MemoQ
Memsources
Idiom
LocStudio
Poedit
GTT
Helium
LSTool
Translation Workspace
Translation Management System

ADDITIONAL SKILLS

- ❖ Excellent skills in identifying and troubleshooting of organizational problems through launching needs assessment and further conducting research, both qualitatively and quantitatively.
- ❖ Great skills of analytical thinking and decision making per the statistical significance of any given research findings.
- ❖ Excellent verbal and written communication skills, in English and Swahili.
- ❖ Excellent skills of disseminating and communicating research outcomes through publicizing research outcomes on scientific journals, other media outlets, and through presenting the findings to target audience and stakeholders.
- ❖ Gifted with skills of emotional intelligence that further enabled me to work effectively in a diverse team, both as a member as well as a leader of the team, under any given circumstance.

Projects accomplished**IT & Localization:**

--Microsoft products

- Samsung:

Samsung Visual Display FY15 / HO390

Samsung Visual Display FY15 / HO389

Samsung Visual Display FY15 / HO387

Samsung Visual Display FY15 / HO386

Samsung Visual Display FY14

- Google

-Bing Ads

-Technical (Nokia L10N)

Facebook Projects

CAT TOOLS:

I am well-informed in various fields through current cutting edge patent translations and tools such as:

- Trados (including Tag Editor)
- Localization Studio
- Leaf
- Helium
- NTR2
- Word fast
- MemoQ
- MemSource Editor
- GTT
- Transifex
- LS Tool

Referees will be provided upon request.