

CURRICULUM VITAE

Ruwaydah Bundhoo

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SUMMARY

- **Profile:** Freelancer in web content writing, audio transcription and translation
- **Work Objectives:** Fast and efficient translation and transcription services, customer satisfaction
- **Native languages:** French, English
- **Translation languages:** English to French, French to English
Preferred domains: Hospitality, marketing, gaming, sports, politics, legal, business, IT, finance, HR, media, life sciences, medical, logistics, public administration, retail catalogs
Avoid domains: genomes, physics.
- **Translation/Transcription rates:** \$0.08 per source word for translation (\$ 0.05 for MT post-editing)
\$0.8 per audio minute
- **Software:** Wordfast Pro demo, Trados Studio 2014, Express scribe, memoQ 4 free, Tstream Editor, Idiom, Translation Workspace, Xliff editor, Ms Office, Adobe Acrobat Reader
- **Freelancing working hours:** From 17h30 MU to 0h00 MU (evenings) and all day during week-ends
Translation: 1000 words a day during weekdays, and 2500 words a day during week-ends
Transcription: 30 mins audio per day during weekdays and 2 hours in total during week-ends
- **Translation/transcription experience:** In 2011, I translated several articles with an extensive range of domains for the world magazine "The World in 2012" by The Economist, from English to French and was published by Le Matinal in Mauritius. I also have experience in voice transcription at Novalis Interservices Ltd where I learnt how to deal with audio files and proofread other co-worker's jobs. I was often called to translate documents, write articles for web. During my free time, I participate on crowdsourcing translation platforms such as Facebook, Amara, Unbabel and Translation Cloud.
- **Full-time occupation:** Management Support Officer, Mauritius Fire and Rescue Services

WORK EXPERIENCE

- Oct 2011 – Aug 2014** **e2f translations Inc.** **Port-Louis, Mauritius**
- ✓ *French Production Manager* (Jan 2014 till present)
 - Manage all French projects (from acceptance, planning until delivery), participate in coordinator hiring (with office Manager) and train new coordinators, work with Quality department to minimize issues and improve processes.

- ✓ *Senior Project coordinator* (May 2013 to Dec 2013)
 - Train and coach junior staff, assist Production Manager in allocation/coordination of non-standard projects, identify process flaws and suggest improvements.
 - *Project Manager* for Kabam (large client account)
- ✓ *Project coordinator* (Oct 2011 to Apr 2013)
 - Follow-up on ongoing projects between client and linguists, via email, Skype and phone.
 - *Project Manager* for two large client accounts: Google and John Deere

Apr 2013	Esokia Web Agency	Quatres-Bornes, Mauritius
	<i>Project Manager web</i>	
	Production planning and drafting of documentation. Managing and coaching team members (web developers, integrators). Testing (functional, technical) and follow-up of web and application projects	
Dec 2010 – Jan 2011	Ministry of Industry and Commerce (Import Division)	Port-Louis, Mauritius
	<i>Management trainee</i>	
	Drafting of reports and minutes to relevant officials, authorities and individuals. Filing duties.	
Jun 2010 – Jul 2010	McDonald's Mauritius	Port-Louis, Mauritius
	<i>Management trainee</i>	
	Basic Shift Management	
Nov 2007 – Jul 2008	Novalis Interservices Ltd	Rose-Hill, Mauritius
	<i>Voice transcription operator</i>	
	Transcription of audio files in English and French, proof-reading of processed documents, desktop publishing, OCR, collection of data from the Internet for company's database, search engine optimisation, writing of articles and some rare translation works.	

EDUCATION

2008 – 2011	University of Mauritius
	<i>BSc (Hons) Management, 2nd class with Honours</i>
2008	Alliance Française Mauritius
	<i>Diplôme Supérieur d'Etudes Françaises Modernes</i>
	Ranked 6 th at National level
2007	Loreto College Port-Louis
	HSC
	Principal Subjects: Mathematics, Computing, Business Studies

Subsidiary subjects: French, General Paper

2007

Alliance Française Mauritius

Diplôme Approfondi de Langue Française (DALF C1)

2005

Loreto College Port-Louis

SC

Subjects: French, English, Mathematics, French Literature, Principles of Accounts, Computer Studies, Business Studies, Additional Mathematics

ACHIEVEMENTS AND INTERESTS

Linguistic passion: I fine-tune my English and French skills by continuous reading of fiction books, watching animes, tv shows and writing fanfictions

I participated in several competitions at school:

Commonwealth Essay Competition, 2006

Le Mot D'Or Competition (French for business), 2006

Concours d'Orthographe de l'Océan Indien, 2004 (Finalist in Reunion Island)

Concours Secondaire, 2001 - 2007

Interests and Activities: Reading, fiction writing, volley-ball, badminton, films, PC games, surfing the Net, blogging and hiking.

REFERENCES

Mr. Prakash Pultoo

Commercial Officer/Ag Permanent Secretary

Ministry of Industry and Commerce (Import Division)

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