WINNIE WAIRIMU
English <> Swahili Technical Translator
Consumer Electronics | Product Documentation | MTPE
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PROFESSIONAL SUMMARY

English–Swahili Technical Translator with over 10 years of experience translating, editing, proofreading, and post-editing multilingual content. I specialize in consumer electronics, with experience translating user manuals, installation and quick start guides, safety and warranty documentation, maintenance guides, and firmware and app interface localization for the consumer electronics industry. I am committed to delivering clear, accurate, and user-friendly translations that help global brands communicate effectively with Swahili-speaking customers.

PROFESSIONAL EXPERIENCE

Freelance Translator — Various Agencies

2024 – Present

- Translate English ↔ Swahili technical documentation, including user manuals, installation guides, safety documentation, product information, and software interface content.
- Perform editing, proofreading, MTPE, and linguistic QA while maintaining terminology consistency and client style guides.
- Collaborate with project managers to deliver high-quality translations within agreed deadlines.

Volunteer Swahili Translator – Translators without Borders / CLEAR Global (2021–Present)

- Contributed 10,000+ words and 37 volunteer hours supporting humanitarian communication.
- Completed TWB training in Machine Translation & Post-Editing and Humanitarian Translation.
- Provide English–Swahili translation and linguistic support as needed for humanitarian projects.

Translator & Project Coordinator — KWS Language Services

(Jan 2015 – July 2025)

- Delivered English ↔ Swahili translation, editing, and proofreading across technical, commercial, and general content.
- Reviewed and managed translation work for a team of 3+ linguists (Swahili, Kinyarwanda, Kirundi).

- Coordinated multilingual projects, ensuring quality, consistency, and timely delivery.
- Maintained client communication, prepared quotes, and followed up on project opportunities.
- Supported business development through email campaigns and social media engagement.

SERVICES

Technical Translation | Localization | Editing | Proofreading | MTPE

Areas of Expertise

Consumer Electronics
User manuals • Product documentation • Software interface localization • Installation guides • Quick start guides • Safety & warranty documentation • Maintenance guides • MTPE

EDUCATION & CERTIFICATIONS

- Post-Editing Certification — RWS (2025)
- Machine Translation & Post-Editing — Translators Without Borders (2025)
- MemoQ Translator Pro (2024)
- Humanitarian Translation — Translators Without Borders (2022)
- Diploma in Travel & Tourism (IATA) (2017)

TECHNICAL SKILLS

- CAT Tools: Trados | MemoQ | Phrase | Smartcat | XTM | Aegisub

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LANGUAGE PAIRS

- English → Swahili
- Swahili → English

AFFILIATIONS

- ProZ.com — Active Member