



AMINA MAMMEDOVA

TRANSLATOR

ADDITIONAL SKILLS

- MC Office 
- CAT Tools 

STRENGTHS

- Excellent Verbal, Non-Verbal, and Written Communication
- Cultural Awareness & Intelligence
- Time Management & Multitasking
- Analysis & Research
- Self-Management & Self-Motivation
- Creative Writing Skills

LANGUAGES

- Azerbaijani **native**
- Turkish **C1**
- English **B2**
- Russian **B2**
- Chinese **B1**
- German **B1**

CONTACT

Mobile: +(944) 50-325-19-96

Email: amnacasanova9@gmail.com

Address: Baku, Azerbaijan

PERSONAL SUMMARY

Highly skilled and experienced Translator with a strong background in translating legal documents. Bringing forth an excellent command of these languages. Adept in accurately assessing the context of material, translating it in an understandable and appropriate way. Bringing forth a positive work ethic and a commitment to efficiency and integrity.

WORK EXPERIENCE

2018 FREELANCE TRANSLATOR

- Working with various clients across the world in different fields.
- Translate various materials from English into different languages, covering a wide range of specialties, including legal texts such as contracts, agreements, and bylaws; literary texts such as press, education, and fiction; technical texts such as brochures, manuals, and bills of quantities, etc.

2019 PERSONAL ENGLISH TEACHER

- Assist students in understanding core English language concepts such as correct pronunciation, parts of speech, morphologies, and basic writing conventions.

2020 FREELANCE SUBTITLER

- Translator and subtitler, fully equipped to provide high quality translations and subtitles. Fast, accurate and flexible with online responsiveness

2021 VOLUNTEER TURKISH TRANSLATOR HABITAT FOR HUMANITY

- Working as a Legal Translator

2021 VOLUNTEER TURKISH TRANSLATOR MAKE A WISH

- Working as a Volunteer Translator
- Communicated effectively with clients to establish scope and requirements of translation, following up after submission of work to confirm satisfaction and understanding.
- Reviewed final works to spot and correct errors in punctuation, grammar, and translation.

2021 AZERBAIJANI TRANSLATOR
POLILINGUA

- Translated any documents, preferably fictions and non-legal documents, from English to Azerbaijani and vice versa.
- Successfully met deadlines and managed high volumes of work.
- Maintained knowledge of developments both in English and Azerbaijani language to effectively review and update existing translations to conform to contemporary trends in communication

2021 TURKISH TRANSLATOR AND PROOFREADER
CLIMATE SCIENCE

- Working as a Volunteer Translator and Proofreader
- Proofread, edit, and revise materials translated into Turkish

2021 RUSSIAN TRANSLATOR
THE MINDFUL WORD

- Working as a Russian Translator
- Website Translation

2021 AZERBAIJANI TRANSLATOR
TOMEDES

- Working as an Azerbaijani Translator

PROJECTS

2021 English to Turkish HT Translation
Melocalgate

2021 English to Turkish HT Translation
Qtrans Language Solutions

2021 Turkey Map Annotation
Procon

EDUCATION HISTORY

2018 - 2022 | Bachelor degree of English and Chinese Translator