



MINAVVAR MAMMADLI

- 📍 Baku Azerbaijan
- ☎ +994555043041
- ✉ mammadmunaa@gmail.com

SUMMARY

Reliable Translator possessing excellent critical thinking skills and bilingual fluency. Polished in converting written materials, relaying concepts and ideas between **English**, **Azerbaijani**, **Turkish** and **Spanish** languages and editing and proofreading text to reflect language. Meticulous and detailed professional with experience translating verbal and written communication.

SKILLS

- Translation Accuracy
- Informative Research
- Translation Review
- Terminology Consistency
- Information Interpretation
- Proofreading and Editing
- Attention to Detail
- Translation Revisions

EXPERIENCE

Translator, 08/2018 - Current
R BIZNESS, Baku, Azerbaijan

- Compiled technical, legal or medical terminology and information used in translations.
- Worked with clients to establish translation requirements and scope.
- Provided appropriate contextual information to increase clients understanding of translations.
- Used dictionaries, thesauruses and other references during translation to locate terminology equivalents and retain original text meaning.
- Translated client documents between languages.
- Proofread, edited and revised translated documents.
- Utilized presentations and software programs to clearly deliver messages to audiences.
- Translated important departmental materials.

Translator, 09/2021 - 10/2022

Ideya Translation Center, Baku, Azerbaijan

- Translated software technical manuals to another language and culture.
- Trained other translators or interpreters in specialized field terminologies.
- Discussed translation requirements with clients to determine fees to charge for provided services.
- Translated client documents between languages.
- Proofread translations to identify and correct punctuation, grammatical and translation errors.
- Translated important departmental materials.

EDUCATION AND TRAINING

University of Tourism And Management, Baku, 06/2019

LANGUAGES

Azerbaijani: First Language

English: C1
Advanced

Turkish: C1
Advanced

Spanish: B1
Intermediate

HOBBIES

- Books
- Traveling
- Working out
- Collecting coffee cups