**Vivian Kerubo**

**Professional Translator**

**Contact Information:**

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**Objective**

Dedicated and detail-oriented professional translator with a proven track record of delivering accurate and culturally sensitive translations. Seeking to leverage my expertise and experience to contribute to the success of a dynamic organization in need of linguistic and cross-cultural skills.

**Professional Experience**

**Gengo Translation Company**

**Translator**

* Provided high-quality translation services in [language pairs], specializing in [specific industry or subject matter].
* Translated a wide range of documents, including legal contracts, technical manuals, marketing materials, and websites.
* Collaborated with a team of translators to ensure consistency and accuracy in translation projects.
* Conducted thorough research to understand technical terminology and industry-specific jargon.
* Utilized translation software and tools to enhance productivity and maintain consistency.

**Appen**

**Freelance Translator**

* Supported Appen's linguistic projects by delivering precise translations in [language pairs].
* Adapted translations to meet the cultural and regional nuances of the target audience.
* Conducted linguistic quality assurance to ensure translations met client requirements and standards.
* Collaborated with project managers and linguists to address any language-related issues and provide feedback for improvement.

**Freelance Translation Services**

**Freelance Translator**

* Offered freelance translation services to a diverse client base, working on projects ranging from legal documents to creative content.
* Developed strong client relationships through effective communication and consistent, high-quality work.
* Managed project timelines, ensuring timely delivery of translations while maintaining accuracy and quality.

**Education**

**Bachelor of Arts**

University of Nairobi, Kenya | Graduated in December 2013

Certification in Translation and Linguistics

**Skills**

* Language Proficiency: Fluent in English and Swahili, with a strong command of written and spoken English.
* Translation Tools: Proficient in using translation software such as SDL Trados and MemoQ.
* Cultural Sensitivity: Able to adapt translations to local customs, idiomatic expressions, and cultural norms.
* Research Skills: Strong ability to conduct in-depth research to understand subject matter and terminology.
* Attention to Detail: Meticulous in reviewing and proofreading translations for accuracy and grammar.
* Time Management: Effective at managing multiple projects and meeting deadlines.

**Awards and Achievements**

Recipient of the Excellence in Translation Award, [2017]

**Professional Memberships**

Member of the American Translators Association (ATA)

**References**

Available upon request.