

Bolormaa Altangerel

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EDUCATION

National University of Mongolia, Ulaanbaatar, Mongolia

GPA: 3.7

June 2017

Bachelor of Social and Cultural Anthropology

SUMMARY

Highly skilled and detail-oriented freelance translator with 8 years of experience in providing accurate and culturally sensitive translations. Fluent in English, specializing in Advertising & Public Relations, Business / Commerce (General), Computers (General), Law (Taxation / Customs), Marketing / Market Research, Mining & Minerals. Seeking freelance opportunities to utilize my language skills and cultural knowledge to deliver exceptional translation services.

SKILLS

- Proficient in English, native in Mongolian
- Strong written and verbal communication skills
- Excellent grammar, spelling, and punctuation in both source and target languages
- In-depth knowledge of cultural nuances and sensitivity
- Familiarity with SDL Trados, Wordfast, OmegaT, Transit
- Ability to work under tight deadlines and manage multiple projects simultaneously
- Strong research and analytical skills
- Attention to detail and commitment to delivering high-quality translations
- Flexibility and adaptability in response to client preferences and feedback

RELEVANT EXPERIENCE

Freelance Translator

(December 2015 — Present)

- Collaborated with various clients and agencies to deliver accurate and culturally appropriate translations in English and Mongolian.
- Translated a wide range of documents, including but not limited to:
 - Legal documents (contracts, agreements, court transcripts)
 - Technical documents (user manuals, specifications, software localization)
 - Marketing materials (websites, brochures, press releases)
 - Medical documents (patient records, clinical trials, pharmaceutical documents)
 - Academic documents (research papers, conference materials)
- Utilized computer-assisted translation tools to improve efficiency and consistency in translations.
- Conducted thorough research and consulted subject matter experts to ensure accurate understanding of specialized terminology.
- Edited and proofread translations for grammar, style, and formatting.
- Maintained open communication with clients to clarify project requirements and address any concerns or questions.
- Managed project timelines and delivered translations within agreed-upon deadlines.
- Developed and maintained a glossary and translation memory to ensure consistency across projects.
- Collaborated with a team of translators to review and provide feedback on each other's work.

OTHER ACTIVITIES

English Tutor, *National University of Mongolia*, Ulaanbaatar, Mongolia

(Sep — Apr 2016)

- Helped undergraduate students with beginner to intermediate levels with their speaking and grammar.
- Developed a lesson plan tailored to their learning style and level.
- Provided one-on-one instruction to students to help them learn to speak comfortably in English by talking about their favorite books or movies.

Ethnographic Research Assistant, *National University of Mongolia*, Mongolia

(Sep — Apr 2015)

- Fieldwork among pastoral nomads...
- Participated in data collection by observing, interviewing, or taking notes during research activities.
- Transcribed and organized data collected during fieldwork.
- Provided logistical support, such as arranging travel and accommodations for fieldwork, scheduling interviews, and communicating with research participants.

