**Abba Kawu Rufai**

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**Objective:**

Highly skilled and versatile freelancer with 5 years of experience in translation and writing. Committed to delivering exceptional results and exceeding client expectations. Seeking freelance opportunities to utilize my expertise and contribute to projects in proofreading and subtitling.

**Skills:**

* **Translation:**

- Fluency in multiple languages, especially Kanuri and Hausa languages, both source and target languages.

- Strong linguistic and cultural understanding to accurately translate texts.

- Excellent writing and proofreading skills in the target language.

- Familiarity with translation tools and software.

* **Writing and Copywriting:**

- Exceptional writing skills with a good command of grammar, style, and tone.

- Ability to produce engaging and persuasive cococontent

- Knowledge of SEO (Search Engine Optimization) principles to optimize content for search engines.

- Proficiency in research, fact-checking, and editing.

* **Graphic Design:**

- Mastery of design software like Adobe Photoshop, Illustrator, and InDesign.

- Strong understanding of typography, color theory, and visual composition.

- Ability to create logos, branding materials, illustrations, and layouts.

- Knowledge of print and digital design standards and file formats.

**Experience:**

Project: English to Kanuri, Hausa Translation

Client: Borno Radio Corporation

Duration: May 2017 - December 2021

**Description:**

- Collaborated closely with the client to discuss their translation needs and project requirements, including target audience and tone.

- Reviewed the source materials, which included marketing brochures and product descriptions to gain a thorough understanding of the content and context.

- Researched industry-specific terminology and maintained a glossary to ensure consistency and accuracy throughout the translation process.

- Translated the content from English to Kanuri, maintaining the intended meaning, style, and tone of the source text.

- Adapted the translations to the cultural nuances and preferences of the target audience.

- Conducted thorough proofreading and editing of the translated content to ensure grammatical correctness, coherence, and clarity.

- Utilized translation software and tools to improve efficiency and maintain consistency across the project.

- Communicated regularly with the client to provide progress updates, address any questions or concerns, and seek clarification when needed.

- Collaborated with a bilingual editor to review and revise the translations, incorporating feedback and making necessary improvements.

- Met all project deadlines and delivered the final translated content within the agreed-upon timeframe.

- Implemented client feedback and revisions promptly to ensure client satisfaction.

- Maintained confidentiality and adhered to any non-disclosure agreements related to the project.

- Received positive feedback from the client regarding the accuracy, quality, and timeliness of the translations.

- Established a long-term professional relationship with the client, leading to future collaboration on additional translation projects.

**Education:**

**Higher National Diploma**

Ramat Polytechnic Maiduguri

2018

**National Diploma**

Ramat Polytechnic Maiduguri.

2014

**Additional Skills:**

- Excellent communication skills, both written and verbal.

- Strong attention to detail and ability to meet deadlines.

- Proficient in [list relevant software/tools].

- Adaptability to diverse projects and industries.

- Self-motivated and able to work independently.

**References:**

Available upon request.