**Birkti meresa**

Lafto condeminiums

**Mobile nomuber:**+251945067052 **Email:**kateteka23@gmail.com

**Personal profile statment**

A multi-skilled, reliable & talented translator with a proven ability to translate

Written documents from a source language to a target language. A quick learner who

Can absorb new ideas & can communicate clearly & effectively with people from all

Social & professional backgrounds. Well mannered, articulate & fully aware of

Diversity & multicultural issues. Flexible in the ability to adapt to challenges when

They arise & at the same time remaining aware of professional roles & boundaries.

Would like to work as a translator for a successful and ambitious company that

Offers great opportunities for career development and progression.

**WORK EXPERIENCE**

TRANSLATOR June 2016 - Present

Working freelance for a translation agency providing a translation and interpretation

service to clients where needed. Involved converting documents and articles from

one language into another and ensuring that the finished converted articles relay the

intended message as clearly as possible.

Duties:

* Researching legal & technical phraseology to ensure the correct translation is used.
* Liaising with clients to discuss any unclear points.
* Providing guidance & feedback & creating customer-specific style guides.
* Translation of documents/letters from a foreign language to English & vice versa.
* Reviewing and proofreading mother-tongue text.
* Revising more junior translators' translations.
* Conducting face-to-face interpreting.
* Working as a translator for Law firms, charities and local councils.
* Supporting the translation team with other projects when necessary.
* Excellent English speaking and writing skills.
* Retrieving articles from newspapers, magazines & the internet & translating them into English.

**ACADEMIC QUALIFICATIONS**

BA (Hons) Translation Media

Adiss Abeba University 2012- 2014

A levels: Maths (A) English (B) Technology (B) Science (C)

Adiss Abeba University 2007-2012

**AREAS OF EXPERTISE**

* Translating legal documents
* Proofreading
* Editing
* subtitling

**PERSONAL SKILLS**

* Detail orientated
* Well organized
* Friendly

**KEY SKILLS AND COMPETENCIES**

* Familiar with translation software tools.
* Able to fluently speak English, tigrgna.
* Excellent communication and social skills.
* Able to work to tight deadlines.
* Highly skilled in Word, Excel and Microsoft Outlook.
* Willing to travel and able to work under pressure.
* Able to prioritize work.

**REFERENCES –** Available on request.