

ELIAS TUJUBA HOTA

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PROFESSIONAL SUMMARY

Focused Translator with a highly developed understanding of Amharic, English and Oromo languages and culture. Skilled in quickly and accurately translating and interpreting written documents and audio recordings. Have over ten years of related expertise. A dedicated individual successfully facilitates communication between people of different cultures and backgrounds. Brings wealth of knowledge and experience to organizations requiring interpretation and translation services. Committed to providing quality service and results.

SKILLS

- Time Management and & Multitasking
- Cultural Awareness and Intelligence
- Use of translation software such as Smartcat, SDL Trados Studio and memoQ
- Legal transcriber and Translator
- Excellent Verbal, Non-verbal and Written Communication
- Self-Management and Self-Motivation
- Client Focused
- Pay attention to details
- Copywriting and Copyediting

WORK HISTORY

Oct 2014- 2023

Translator, Interpreter and Transcriber

Wollega University- Ethiopia

- Meet all confidentiality guideline as directed by company.
- Followed up with supervisor to confirm accuracy of reports.
- Listened to recorded dictation and transcribed information using Software.
- Translate from English-Amharic and vice versa and English-Oromo and vice versa.
- Translated documents for research departments, supporting data collection and reporting.
- Reviewed final work to spot and correct errors in punctuation, grammar and translation.
- Used translation software to verify complex terms and expedite communication process.

EDUCATION

July 2015

Training: Language interpretation and Translation
Wollega University | Ethiopia

June 2014

Masters Degree in Commercial and Investment Law
Jimma University | Ethiopia