


**PERSONAL INFORMATION** Mr. Endri Memaj

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Sex: Male | Date of birth 24.06.1994 | Nationality: Albanian

**INTRODUCTION**

I am a hardworking native Albanian Freelance Translator, specialized in English-Albanian (and somewhat experienced in Italian-Albanian translations). I am a detail-oriented individual with strong technical skills and satisfactory knowledge from a range of different topics.

I give my work the highest priority and will always commit myself 100% to produce the best quality possible and leave my clients satisfied. I am looking to transform my knowledge and passion for foreign languages, as well as my other skills into a full-time job as a freelance translator.

**EDUCATION AND TRAINING****2012-2015 Bachelor Degree in Electronics Engineering**

Polytechnic University of Tirana, Faculty of Information Technology

- Natural Sciences
- Telecommunications
- Computer Systems and Networks
- Electronic circuits
- Algorithms and Programming
- English Language

**2009-2012 Upper Secondary Education**

Upper Secondary School "Ali Demi", Vlora

- Albanian Language and Literature
- English Language
- Italian Language
- Maths
- Physics
- Biology
- Chemistry
- Informatics
- Arts
- Physical Education and Sports

PERSONAL SKILLS

Mother tongue(s) Albanian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
TOEFL iBT – Score C2 (113/120)					
Italian	C1	C1	B2	B2	B2
I do not possess any certificate.					

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user  
Common European Framework of Reference for Languages

I have learned Italian mostly by myself before my upper secondary education, and it has been a subject in my Upper Secondary School for 3 years.

Communication skills

- good communication skills
- good listener and concise speaker
- polite individual

Organisational / managerial skills

- Well-organized individual
- Punctual, able to finish designated projects and/or assignments in time.

Project-related skills

- Excellent research skills on different topics and eager to learn new concepts to help translate in an efficient way and retain the original meaning
- Very careful at retaining the meaning of the original document, without compromises
- Very good at proofreading the final translated material and excellent at respecting the grammatical rules of my native language (Albanian)
- Excellent skills in using software for translating subtitles of movies and TV-series of different genres
- Organizational planning, able to work fast and deliver the finished result respecting the deadlines
- CATs I have experience with: OmegaT

Computer skills

These skills were acquired during my personal projects, studies, and experimentations with computers

- excellent technical and computer skills, especially in using the Internet and different software, like MS Office (MS WORD, MS EXCEL)
- good command of programming languages(C, Python)
- good command of web programming (HTML, CSS, Javascript, PHP)
- good command of Photoshop CS 4.1
- fast typing speed (60words/minute)
- very comfortable at using internet browsers of different kinds as well as applications for various tasks.

WORK EXPERIENCE

2013 – Current *Translation of Movies and Tv-Series and work as a freelance translator online*

- Translating the subtitles of Movies and Tv-Series from English and Italian to Albanian. Over 700 Episodes and 50 Movies and Miniseries adding up to over 4000 work hours of translation.

*Translating English-Albanian and doing research and data entry work for private contractors as a freelancer, in websites such Upwork.com*

- 2012 – 2015 *Translation of University technical materials and books for personal use and to help other students*
- Helping students by translating materials on different topics from English to Albanian, especially in the Computers and Technology domain, as well as translating scientific articles for the University and for personal use.

## WORK SAMPLES

- Movie Subtitles translated from English to Albanian
- This Zip Archive contains the original and translated subtitles of 2 movies: “Casino Royale” and “Message in a Bottle”. Link: <https://drive.google.com/open?id=0Bx7n4VP-yeazUmlQWDNhrDhOZTg>
- Technical Document translation from English to Albanian
- This is a translation of an excerpt from a University textbook (Computer Networks 4<sup>th</sup> edition by Andrew Tanenbaum) I have done during my university studies. Link: <https://drive.google.com/open?id=0Bx7n4VP-yeazbDg2X3h6dGpLc1E>
- Technical Document translation from Italian to Albanian
- This is a translation of an article I have used in a University Research Project. Link: <https://drive.google.com/open?id=0Bx7n4VP-yeazSWpna1hhTkhETnc>
- English-Albanian translations for private contractors in Upwork September 2015
- I translated a Tuberculosis Assessment Form for a hospital in Switzerland. The feedback of the client is as follows: **“Excellent communication skills, dedicated, very very reliable, top class translator. Love the way he works.”** You can check my profile here:
- Work sample link: <https://drive.google.com/open?id=0Bx7n4VP-yeazd1RMUDhwV1BicUU>
- English-Albanian translations for private contractors in Upwork January 2016 – Junet 2016
- I have done English-Albanian and Albanian-English translations, Albanian proofreading, Research, Data Entry and Formatting for different topics regarding the tourism industry, including history, politics, economics and demographics, climate and weather, etc, in different countries and cities. The feedback is as follows: **“Endri helped me a lot and I can always recommend him.”**
- Below there is a link for an Albanian-English translation. The English final document contains a summary with the most crucial information from the original ones. Keep in mind that I didn’t proofread it, as it wasn’t my job to do the English Proofreading. Sample link: <https://drive.google.com/open?id=0Bx7n4VP-yeazMDFVVTZkcThnems>
- English-Albanian translations for private contractors in Upwork April 2016 – May 2016
- I have translated a few tv-user manuals as well as other related material for this client from English-Albanian, and I have proofread the final documents. The feedback is as follows: **“I would hire Endri again if this language pair work is available. Good communication, good work”**.
- However the documents were confidential and I cannot share any part of them.
- English-Albanian translations for private contractors March 2016 – Current
- I have worked for a number for companies and individuals in long-term as well as short-term projects. The materials I have translated from English-Albanian as well as from Albanian-English include a range of topics like:
- General
  - Technical
  - Radio transcription and translation
  - Legal, etc.
- They have been satisfied with my work and keep me in their contacts to this day for future projects. Some of the companies I have worked with are:
- Mill Translations - <http://milltranslations.com/>
  - Simplex Bureau - <http://www.st-agency.com/>
  - LTA LLC - [http://www.proz.com/profile/619770?sp\\_mode=corp\\_profile&summary=y](http://www.proz.com/profile/619770?sp_mode=corp_profile&summary=y)

