

**Farzaneh Bahmani**

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To Whom it May Concern,

I am writing to apply for the open position with *Translation Directory*. I hold a Bachelor's degree in English Translation and have worked professionally in the translation field for the past 10 years. In my current position as a freelance translator, I translate documents and audio from English to Persian and vice versa; in addition I perform verbal language interpretation on occasion, as well as, teaching to toddlers.

My background in successfully translating business materials from English to Farsi (or vice versa) prepares me to meet your needs and requirements for this project. With my proven history of providing meticulous and reliable translations to achieve the closest matches in context/meaning—along with my strong communication and time management skills—I am ready to extend my record of excellence to you.

I possess native fluency in reading writing and speaking the language. I have a firm grasp of the Persian and English languages with an understanding of proper sentence structure grammar rules and vocabulary. Clients have raved about my proficiency in accurate and efficient translation. I would be thrilled to bring my talents to *Translation Directory* as your newest Translator.

I have confidence that I am an outstanding candidate for your Translator position and hope that you will contact me soon by telephone or email. I am sure you will find my portfolio to be an excellent reflection of my skills. Thank you in advance for your time and consideration.

**Sincerely,**

**Farzaneh Bahmani**

## Curriculum Vitae



Farzaneh Bahmani  
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**Objective** – To add value to the organization with my dedication, hard work and experience. Looking for a challenging job in Administration / back office.

**Professional Profile:** 'A bilingual and talented Translator with over 10 years' experience, and the proven ability to translate written documents from a source language to a target language. Specialized in the interpretation and translation of items in Persian and English at native level in terms of proficiency. A competent communicator with the ability to build effective relationships with clients to establish translation requirements and deliver accurate, grammatically correct documents.'

### Core Skill:

- Document Translation
- Punctuation / Grammar
- Proofreading / Interpreting
- Terminology / linguistics
- Article Research
- Team Leadership
- Client Leadership

### Experience :

**Organisation Name :** Freelance Translator

**Duration:** Jan 2011 till Present

**Organization name** - Iran Transmis Poles

The organization is working with Govt. bids specially Railways for Iran.

**Duration** - October 2002 to June 2012

**Responsibilities handled**

- **Started with Translation from Persian to English and English to Persian**
  - Joined the organization for the translation job , wherein Govt. bids were required to be translated from Persian to English for the understanding of the management. And later translation from English to Persian for Govt. use.
  - Continued with translation for ten years
  
- **Back office management**
  - Supporting administrative staff
  - Scheduling events, and organizing meetings and appointments.
  
  - Performing basic admin duties including printing, sending emails, and ordering office supplies.
  - Processing company receipts, invoices, and bills.
  - Assisting and supporting management.
  
- **Insurance Documentation**
- **Visa related work in foreign ministry of Iran**

**Academic History:**

**Azad University of Tehran Shomal – Tehran (Iran)**

(University of foreign Languages)  
1998-2002

Graduated in English Persian Translation

**Skills:**

- Proficient in MS Office
- Creative Writing
- Translation

**Hobbies:**

- Teaching
- Cooking