AREAS OF EXPERTISE

*Translating technical, financial, IT, video games, automotive, marketing, computer, legal, electronic, telecommunication, general engineering Patent (Legal), and other type of documents.*

SERVICES

*Translation, Editing, Proofreading, Web Site Localization, Software Localization, Terminology, Subtitling, Transcription, Desktop Publishing, Format Conversion and Software Testing.*

LANGUAGE PAIRS

*German into English English into German*

PERSONAL SKILLS

*Detail orientated, well organized, friendly, responsible and serious.*

PERSONAL DETAILS

Email:*geoffreymwangi184@g mail.com*

RATES

*Per source word: 0.03 USD Per minute: 1.00 USD*

*Per hour: 10.00 USD*

CAPACITY

EN-ES: 3500-4000 words per day ES-EN: 2500-3000 words per day

SOFTWARE

SDL Trados 2011, Passolo, memoQ, Sisulizer, Omega T, Wordfast, MS Word, Excel, Powerpoint, Photoshop, AutoCAD, InDesign, Dreamweaver, Flash Builder

Geoffrey Wangui

Translator

PERSONAL SUMMARY

A multi-skilled, reliable and 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 and can communicate clearly and effectively with people from all social and professional backgrounds. Well mannered, articulate and fully aware of diversity and multicultural issues. Flexible in the ability to adapt to challenges when they arise and at the same time remaining aware of professional roles and 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

# Translating for major companies and other clients across the world since March 2017 to present

Working freelance on several projects and translating over 1.000.000 words for the past four years for different clients in countries such as Chile, Argentina, US, Mexico, Spain, UK, Portugal, Poland, Slovenia, Latvia, India, China, and others (references upon request). Often participating in projects involving 10k, 20k, 50k words or more regarding my areas of expertise, like translation of user guides, automotive manuals, legal regulations, e-learning contents, letters, emails, websites, software, etc. Considering technical area as my major subject of expertise, and collaborating worldwide with over 20 different translation companies.

# Duties:

Researching legal and technical phraseology to ensure the correct translation is used. Liaising with clients to discuss any unclear points.

Providing guidance and feedback to customers.

Translation of documents/letters/emails from German into English and vice versa. Reviewing and proofreading all translated texts.

Editing files which require graphic design skills.

Working as freelance translator for mining companies, charities and local clients. Excellent English speaking and writing skills.

Providing subtitling and transcription services.

Certified to work in software and web sites localization projects. Performing software testing when needed.

Issuing of invoices right after finishing tasks.

KEY SKILLS AND COMPETENCIES

Familiar with Computer-assisted translation (CAT) tools. Able to fluently speak German and English.

Excellent communication and social skills. Able to work on tight deadlines.

Highly skilled in Word, Excel and Microsoft PowerPoint.

Willing to do extra hours and able to work under pressure. Able to prioritize work.

Strong software and computer knowledge. ACADEMIC QUALIFICATIONS

*Bachelor of English Language and Degree of English to German Translator*

# University of Nairobi 2013 – 2017