SUSAN KOECH

Resume.

***Objective***

To engage in challenging and fulfilling work as a translator so I can use my skills and talents to help others while doing what I love to do.

***Professional Summary***

I am a prompt and professional freelance translator and proof reader, thorough and dedicated to quality, a grammar and punctuation expert, and knowledgeable with regard to copyrights and style manuals. I’m flexible, able to handle multiple projects simultaneously.

***Core Qualifications***

* Outstanding writing, translation and proofreading abilities
* Highly dependable, have never missed a deadline
* Trained and experienced in Trados studio
* Strong background in business writing and editing
* Knowledge of proofreading marks and practices
* Excellent communication and interpersonal skills
* Work well independently or as a team member

***Experience***

Self-Employed 2015

* Bible pathway Adventures – translator and editor

-Translation of bible stories and learning materials for bible lessons.

* Upwork freelance translator.

-Writing and translation English Swahili.

-Legal documents

-Articles

-Learning materials

-General translation

***Training***

* Translation and editing Seminar 2014
* Dealt with al l aspects of editing for content, completeness, accuracy, and consistency for fiction and non-fiction, with in-depth coverage of grammar and language rules.
* Discussed and reviewed the effective ways of becoming a good translator.

***Education***

* Graduated High School November 2010
* Egerton University September 2011- 2016

I studied Economics and sociology.