

Temesgen M. Gindaba

English-Amharic Translator

📍 N/S/Lafo, Addis Ababa, Ethiopia ✉ temebelieve@gmail.com ☎ +251943321022 🇪🇹 Ethiopian

PROFILE

Detail-oriented and experienced Translator with a strong background in translating Medical, Legal and General Documents in English and Amharic. Bringing forth an excellent command of these languages, with highly developed understanding of Amharic and English languages and cultures and a track record of impeccable proofreading, editing, and translating. Adept in accurately assessing the context of material, and translating it in an understandable and appropriate way. Highly skilled in Medical and Legal Terminology and Processes, helping clients to better understand their rights and treatments. Experienced freelancer in working with software and website localization companies looking to go international. Bringing forth a positive work ethic and a commitment to efficiency and integrity.

PROFESSIONAL EXPERIENCE

Oct 2019 – present
Addis Ababa, ETH

Translator and Proofreader, *The FDRE Immigration, Nationality and Vital Events Agency*

- Provided consultations for clients to assess their project needs and goals.
- Utilized subject matter expertise and knowledge to offer the most detailed and efficient translations possible.
- Effectively used Translation Software to expedite project delivery and ensure accuracy.
- Performed in-depth review of texts and made edits and changes where necessary as a proofreader.
- Implemented agency policy to address translation and delivery issues in person and online.
- Utilized skills acquired at previous employment to enhance and inform work quality.

Nov 2017 – Jun 2019
Addis Ababa, Ethiopia

Assistant Translator, *The FDRE Vital Events Registration Agency*

- Assisted the Head Translator with translation and proofreading tasks as needed.
- Supported the customer service goals of the agency by implementing adequate communication with clients.
- Provided quality control over documents as required.
- Received and relayed feedback from clients to improve quality of service.

May 2018 – present
Addis Ababa, Ethiopia

Freelance Translator and Proofreader, *Freelance Websites*

- Worked as a freelance translator on various websites including Upwork.com, Fiverr.com and ProZ.com.
- Satisfied clients with efficient and speedy deliveries in Medical, Legal and General translations.
- Undertook several Software and Website Localization projects.
- Volunteered as a website and software localization translator working in a team for several service providers including Premise and QGIS Desktop on platforms like CrowdIn.com and Transifex.com.

EDUCATION

Sep 2020 – present
Addis Ababa, Ethiopia

Master of Arts in Linguistics,
Addis Ababa University, Department of Linguistics and Philosophy

Jan 2020 – May 2020
Addis Ababa, Ethiopia

Certification of Accuracy,
The National Association of Translator and Interpreters of Ethiopia

Sep 2016 – Jul 2019
Addis Ababa, Ethiopia

Bachelor of Arts in Linguistics,
Addis Ababa University, Department of Linguistics and Philosophy
• Graduated with a grade of 3.8
• Graduated With High Honors - "magna cum laude"

LANGUAGES

Amharic
Native Speaker

English
Scored 710 on the English Section of the SAT

SKILLS

Excellent Verbal, Non-Verbal, and Written Communication	● ● ● ● ●	Knowledge of Medical, Legal and General Terminology and Processes	● ● ● ● ●
Client Confidentiality	● ● ● ● ●	Translation Software Expertise, Skilled in CAT Tools	● ● ● ● ●
Interpretation Skills	● ● ● ● ●	Cultural Awareness & Intelligence	● ● ● ● ●
Time Management & Multitasking	● ● ● ● ●	Analysis & Research	● ● ● ● ●
Self-Management & Self-Motivation	● ● ● ● ●	Creative Writing Skills	● ● ● ● ●
Copywriting & Copyediting	● ● ● ● ●		

SOFTWARE SKILLS

Microsoft Office	● ● ● ● ●	SDL Trados Studio 2017, 2018, 2019, 2021	● ● ● ● ●
Memsources	● ● ● ● ●	memoQ Translator Pro 7, 8, 9	● ● ● ● ●
XTM	● ● ● ● ●	Adobe Photoshop, InDesign, Illustrator	● ● ● ● ●

VOLUNTEER WORK

Sep 2020 – present Addis Ababa, Ethiopia	Refugees Center, Translator, Interpreter Helped refugees and asylum seekers from other countries, namely Eritrea, Sudan and some from Syria understand their rights and obligations. Translated and Interpreted legal documents to speed up the process and improve the chances of acceptance of the asylum seekers.
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CERTIFICATES

The National Association of Translators and Interpreters of Ethiopia
Certified Translator from Amharic into English

The National Association of Translators and Interpreters of Ethiopia
Certified Translator from English into Amharic

REFERENCES

Waltenigus Mekonnen, Head Translator, The FDRE Vital Events Registration Agency
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