

# Amina Almas

*Freelance Translator, Editor, & Transcription Specialist*

✉ [almastranlator@gmail.com](mailto:almastranlator@gmail.com) 📍 Remote 🔗 <https://www.proz.com/profile/4545194>

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## PROFESSIONAL SUMMARY

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Native Dutch linguist with 7+ years of experience in translation, transcription, QA, and editing. Specializes in Dutch ↔ English projects, with professional proficiency in French. Experienced in technical, corporate, and general content, including AI-assisted transcription, post-editing, and quality review. Skilled at implementing client feedback, maintaining consistency, and ensuring accuracy. Experienced with web-based platforms and CAT tools, delivering high-quality results on tight deadlines. Adaptable to remote and international projects.

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## EDUCATION

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<b>University of Amsterdam</b> <i>Master's in Translation &amp; Linguistics</i>	2014 – 2016
<b>University of Groningen</b> <i>Bachelor's in Modern Languages &amp; Cultural Studies</i>	2010 – 2014

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## PROFESSIONAL EXPERIENCE

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<b>Freelance Translator, Editor, and Transcription Specialist</b> <i>Self-Employed</i>	2016 – Present Remote
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- Translate Dutch ↔ English and French ↔ English content Post-edit AI-generated transcripts and content.
- Review transcripts for grammar, formatting, speaker labeling, and terminology consistency.
- Adapt technical documents, manuals, and training materials for clarity and compliance.
- Collaborate with international clients via web-based platforms and CAT tools.

Key Achievements:

- Completed multiple simultaneous transcription/QA projects with fast turnaround
- Developed standardized workflows for AI-generated transcript review

<b>Mid-Sized Language Services Provider</b> <i>Technical Translator &amp; Editor</i>	2018 – 2022 Netherlands / Remote
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- Edited and translated technical manuals, regulatory documents, and corporate training materials.
- Implemented client feedback and ensured clarity, consistency, and compliance.

Key Achievements:

- Reduced post-editing errors by 30% through systematic QA workflows.

**Language Solutions Ltd.**

*Junior Translator & QA Specialist*

2016 – 2018

Remote

- Assisted senior translators with Dutch ↔ English projects.
- Conducted transcription reviews and QA for AI-generated content.

**Key Achievements:**

- Recognized for accuracy and efficiency in transcript QA projects.

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**CORE SKILLS**

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**Translation & Localization**

Dutch ↔ English, French ↔ English, technical, corporate, and general content

**Transcription & QA**

Audio transcription, AI post-editing, transcript review, speaker labeling, annotation, formatting, quality assurance

**Technical Expertise**

Safety manuals, industrial content, training/induction materials

**Additional Skills**

Proofreading, consistency checks, rapid turnaround, cultural adaptation, attention to detail

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**LANGUAGES**

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**Dutch**

Native

**English**

Expert

**French**

Advanced

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**PROFESSIONAL TOOLS**

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- Trados Studio, memoQ, Across
- Web-based transcription/QA platforms
- MS Office, Google Workspace
- CAT tools & translation memory management
- AI-assisted transcription, short/medium audio editing, speaker labeling, annotation, formatting, quality assurance, rapid turnaround