

Name: Paul James

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Professional Summary

Highly skilled and detail-oriented translator with over 5 years of experience in translating diverse content, including legal documents, technical manuals, and marketing materials. Proficient in multiple languages with a proven track record of delivering accurate and timely translations. Strong ability to work independently and handle multiple

projects simultaneously.

Professional Experience

Freelance Translator

Port Harcourt, Nigeria

January 2018 – Present

- Provided translation services for various clients including businesses, law firms, and individuals.
- Translated documents from English to [Other Language] and vice versa, ensuring accuracy and cultural relevance.
- Reviewed and edited translations to maintain consistency and quality.
- Collaborated with clients to understand their needs and deliver tailored translation solutions

March 2016 – December 2017

- Worked as a freelance translator, handling translation projects in multiple subject areas.
- Maintained high translation quality and met tight deadlines.
- Participated in quality assurance processes to ensure the accuracy of translations.

TextMaster

Remote

June 2015 - February 2016

- Completed translation assignments in various fields including marketing, technical, and legal.
- Ensured compliance with company guidelines and client specifications.
- Received positive feedback for the quality and timeliness of delivered translations.

Education

****Bachelor of Arts in Linguistics****

University of Port Harcourt, Nigeria

Graduated: June 2014

Skills

- Languages: English, [Other Language(s)]
- Translation Tools: SDL Trados, MemoQ, Wordfast
- Technical Skills: Proficient in MS Office Suite, Google Suite
- Soft Skills: Attention to detail, time management, communication, cultural awareness

Certifications

- Certified Translator,

- Advanced Translation Skills, [Training Institute]

Professional Affiliations

- Member, Nigerian Institute of Translators and Interpreters (NITI)
- Member, American Translators Association (ATA)

