

CV

As a freelance English to Mongolian translator with 5 years' Experience in translation, I specialize in bridging linguistic gaps to deliver accurate and culturally nuanced translations. My commitment to quality ensures that every project, whether it be documents, websites, or creative content, is transformed seamlessly from English to Mongolian.

Services:

*Translation Editing Proofreading MTPE Review QA, LQA DTP
Subtitling*

Tools:

*SDL Trados memoQ OmegaT Smartcat XTM TWS
Memsourc Word bee Crowd in Lilt tool Mate Cat Word Fish
Onna Lingotek Star transit online SDL Trados Others*

Domains:

*Legal General Marketing Banking Law Social science Legal Documents
Websites Games Mobile Apps (UI) IT Advertising Automotive Medical (General)
Medical Fields) Medical Pharmaceuticals Cosmetics Advertisement Art
Communications Hardware Construction Health Beauty History Hospitality
industry Internet Multimedia Sport Financial Economics Others*

Languages:

English to Mongolian

Mongolian to English

Education:

Translation degree:6-8-2021

***Masters of Arts in Translation
University Of Central Punjab***

Experience:

*Documentation, Website translation, Media and News translation.
Excellent understanding of technical terms used in various documents.
Regularly getting small projects of translation from different Companies.*

1- Senior Translator, Language Solutions Company (2020-Present)

- Translated complex documents, including technical manuals, legal contracts, and marketing materials for clients from diverse industries.*
- Utilized CAT tools to ensure efficient and accurate translations.*
- Collaborated with project managers to ensure timely and accurate delivery of translation projects.*

2- Freelance Translator (English to Mongolian) (2020-2025)

- Translated various documents, including technical manuals, legal contracts, and marketing materials for clients from diverse industries.*
- Utilized CAT tools to ensure efficient and accurate translations.*

3- Translation Team Lead, Sjsglobalize Translation Agency (2020-2025)

- Led a team of translators to deliver high-quality translations for clients from various industries.*

Computer software:

Microsoft Word

Microsoft Excel

Microsoft Office

Strengths:

Attention to detail: Ensuring accuracy and quality in all translations.

Time management: Meeting deadlines and delivering projects on time.

Communication skills: Effective communication with clients and team members.

Adaptability: Ability to adapt to new tools, technologies, and workflows.

Unique Value Proposition (UVP):

Personalized service: I provide personalized service to each client, ensuring that their needs are met and exceeded.

High-quality translations: I ensure accuracy and quality in all translations, meeting the highest standards of the industry.

Fast turnaround times: I meet deadlines and deliver projects on time, ensuring that clients receive their translations quickly and efficiently.

Effective communication: I communicate effectively with clients and team members, ensuring that all stakeholders are informed and up-to-date on project progress.

Capacity and availability:

24/7 time available

4000 to 4500 words p/d translation

5500 to 6000 words p/d proofreading

4500 to 5000 words p/d MTPE