

# Opeyemi Adepoju

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## Executive Summary

Results-driven and multilingual German and Dutch Translator and Transcriptionist with a proven track record of delivering high-quality linguistic services. Over 7 years of experience spanning diverse industries, including legal, medical, and technical. Known for precision in translation, attention to detail in transcription, and a collaborative approach to meet clients' unique language needs. Seeking a challenging role to leverage language expertise, leadership skills, and a passion for effective communication.

## Professional Experience

**Translator/Transcriptionist**, Translated.com

Freelance [January 2020 - March 2024]

- Offered professional translation and interpretation services for clients across various industries, including legal, medical, marketing, and academic sectors.
- Translated a wide array of documents, such as contracts, medical records, academic papers, marketing materials, and technical documents, ensuring accuracy and linguistic fluency.
- Provided simultaneous and consecutive interpretation services for conferences, meetings, and legal proceedings, facilitating effective communication between German and Dutch-speaking participants.
- Managed multiple projects simultaneously, adhering to strict deadlines and client specifications while maintaining quality and attention to detail.
- Cultivated strong client relationships through clear communication, reliability, and consistently delivering high-quality translations and interpretations.
- Stayed updated on language trends, cultural nuances, and industry developments to continuously improve translation and interpretation skills.

## German Translator, Xpendy

Netherlands [April 2022 – 2024]

- Translate a wide range of documents, including legal contracts, marketing materials, technical manuals, and financial reports, from German to Dutch and vice versa.
- Ensure accuracy, cultural sensitivity, and linguistic nuance in all translations, maintaining the integrity of the original text.

- Collaborate closely with project managers, proofreaders, and other translators to meet tight deadlines and deliver high-quality translations.
- Conduct thorough research on specialized terminology and industry-specific jargon to enhance translation quality and precision.
- Provide linguistic and cultural expertise to support localization efforts for international clients entering German and Dutch-speaking markets.
- Participate in client meetings and discussions to understand project requirements and provide input on translation strategies.

### **Translator/Transcriptionist, AI Bot Trainer and Response Reviewer**

Scale AI California, [May 2023]

- Conducted precise transcriptions of audio and video content in multiple languages. Implemented strong attention to detail to capture nuances, accents, and contextual meaning, contributing to the creation of high-quality transcripts.
- Acted as an AI language trainer, providing linguistic expertise to train and enhance the performance of natural language processing models. Worked closely with the development team to fine-tune algorithms for improved language understanding.
- Conducted language assessments and evaluations to measure the effectiveness of AI language models, providing valuable feedback for continuous improvement.
- Participated in ongoing professional development to stay abreast of advancements in language technology and contribute to the enhancement of AI language capabilities
- Utilized Computer-Assisted Translation (CAT) tools, such as SDL Trados and MemoQ, to enhance translation efficiency, maintain consistency, and manage large-scale projects effectively.

### **Translator/Project Manager**

Kenzmark Chaceley, [May 2020]

- Managed end-to-end translation and transcription processes, ensuring adherence to project timelines and quality standards.
- Collaborated with cross-functional teams to streamline communication and resolve language-related challenges.

Implemented a quality assurance program, resulting in a 30% reduction in post-translation revisions.

### **Linguist/Translator**

Morrison Krey Agency, [Boston] [March 2015]

- Spearheaded the translation of complex legal documents resulting in a 15% improvement in project efficiency.

- Developed and implemented a terminology management system, reducing errors by 20% and enhancing overall translation consistency.
- Established and maintained strong client relationships, leading to a 25% increase in repeat business.
- Conducted specialized training sessions for new translators, contributing to improved team performance.

## **Education**

### **Master of Art**

University College London (UCL) [2019]

Linguistic and International Relation Studies

### **Bachelor of Art**

Athabasca University [2017]

## **Skills**

- Advanced proficiency in translation software and tools (e.g., SDL Trados, memoQ).
- Exceptional written and verbal communication skills.
- Leadership and team collaboration.
- Project management and multitasking abilities.
- Strong problem-solving and decision-making skills.
- In-depth knowledge of industry-specific terminology.

## **Certifications**

- Certified Translator, [American Translators Association (ATA)]
- General Transcription Certification and Training Institute

## **Professional Memberships**

- Member, [American Translators Association (ATA)]

## **Languages**

- German: Native proficiency
- Dutch: Native proficiency (Bilingual)
- English: Fluent proficiency