

NAME: Ogunkanmi Kehinde

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Professional Summary

Detail-oriented and resourceful Vendor Coordinator with over 2 years of experience in the localization and translation industry. Skilled in managing vendor relationships, coordinating multilingual projects, and ensuring timely, high-quality deliverables. Proficient in CAT tools, MS Office (especially Excel), and known for strong communication, organizational skills, and a commitment to professional customer service. Proven ability to work collaboratively in fast-paced, deadline-driven environments.

Professional Experience

- Vendor Coordinator / Localization Assistant

Freelance / Contract Roles – Remote

Jan 2023 – Present

- Coordinated translation and localization projects across multiple languages and domains (IT, medical, marketing)
- Built and maintained a network of over 100 freelance linguists across various language pairs
- Used CAT tools such as Trados, MemoQ, and Smartcat for project assignments and file management
- Conducted vendor onboarding, rate negotiations, and ensured adherence to quality standards

- Tracked deliverables using Excel and project management tools to ensure timely delivery and accuracy

- Translation Project Assistant

Lingua tech Remote

Jun 2021 – Dec 2022

- Assisted in managing multilingual eBook translation projects for authors and businesses

- Maintained internal vendor database and handled translator queries and scheduling

- Ensured effective communication between clients and linguists for seamless workflow

- Used Excel spreadsheets to track KPIs, project statuses, and delivery schedules

Skills

CAT Tools: Trados Studio, MemoQ, Smartcat, MateCat

Project Tools: Trello, Google Workspace, Asana

MS Office: Advanced Excel, Word, Outlook

Vendor Onboarding & Communication

Deadline & Quality Management

Multilingual Team Coordination

Customer Service & Issue Resolution

Education

Bachelor of Arts in Translation Studies

Jawaharlal Nehru University, New Delhi – India

Graduation: 2020

Languages

English Fluent

Japanese, Germany, French