

Debby Jamie

Translation and Proofreading Expert

debbyjamie11@gmail.com

Profession Summary

Dedicated Translator and team player with in-depth understanding of various cultures. Well-versed in translating verbal communication and written words. Certified Translator and qualified native speaker with previous experience in professional interpretation. Top-notch strengths in verbal and written communication. Organized and thorough professional with strong knowledge of translation practices.

Skills

- Cross-Departmental Collaboration
- Editing and Annotating
- Galley Sheets Coordination
- Spelling Expertise
- File Systems Management
- Grammatical Rules Knowledge
- Electronic Document Storage
- Research Abilities
- Clear Communication
- Documentation Skills
- Organizational and Follow-Up Skills
- Reading Comprehension
- Project Support
- Microsoft Word Proficiency
- Operations Support
- Content Management Systems
- Workflow Optimization

Experience

Translation Project Manager

Jun 2019 – Jan 2023

LinguaLinx

- Developed and updated project plans to document objectives, technologies, schedules, and funding.
- Managed the localization budget and tracked project costs.
- Ensured compliance with applicable laws related to language services.
- Assisted in selecting appropriate language service providers based on cost, quality, and turnaround time considerations.
- Submitted project deliverables to clients, consistently adhering to quality standards.
- Collaborated with internal stakeholders to define project scope, timeline, and resources needed.
- Coordinated with external vendors to ensure timely delivery of translations.

Freelance, Translator

Mar 2015 – Till date

Upwork

- Participated in training sessions with colleagues regarding best practices in translation services.
- Analyzed source texts for meaning and context before beginning the translation process.
- Discussed translation requirements with clients to determine fees to charge for provided services.
- Compiled technical, legal or medical terminology and information used in translations.
- Collaborated with project managers to meet tight deadlines for projects requiring multiple languages.
- Reviewed translated material to ensure accuracy, completeness, and conformance with accepted standards.
- Delivered real-time, accurate oral translations and interpretations for clients.
- Read legal documents, scientific articles or news reports and rewrote into specified language.
- Researched specialized terminology related to industry-specific topics such as legal, medical, financial.
- Provided appropriate contextual information to increase clients understanding of translations.

Proofreader and Translator,

Jan 2015 – 2019

Translation Agency

- Reviewed and edited documents to fix grammatical and spelling issues.
- Processed debits and credit to customer and general ledger accounts.

- Performed quality control checks on all proofs prior to release.
- Read creative briefs, maintaining knowledge of style to correct inconsistencies with requirements.
- Adhered to typesetting and measurement dimensions for page elements.
- Proofread translations to identify and correct punctuation, grammatical and translation errors.
- Adhered to ethical codes protecting information confidentiality.
- Edited existing translations for grammar, spelling, punctuation, syntax, and style errors.
- Proofread translated documents for accuracy and completeness.
- Reviewed source documents prior to translation to ensure clarity and understanding of the content.

Education

Bachelor of Arts | Linguistics

University of Southern California

Los Angeles, CA | Aug 2018

CAT TOOLS

- Memoq
- XTM
- Trados SDL
- MateCat
- Smartcat
- Memosource

Language

- Norwegian
- German
- English