



Reham Amin

Experienced Translator with a Passion for Language and Cultural Sensitivity

My Contact

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Hard Skill

- Excellent Verbal , Non-Verbal & Written Communication
- Cultural Awareness & Intelligence
- Time Management & Multi Tasking

Areas of expertise

- Translation
- Proof reading
- Terminology
- Multi lingual
- European languages

Education Background

- University of London
Bachelor of Arts in French Translation And Interpreting
Completed in 2022
- Lahore Business School
Certificate in Social Media Management, Digital Marketing & Email Marketing
Completed in 2019
- University of Management & Technology
Bachelor of Fashion Designing
Present

Key Skills and Competencies

- Familiar with translation software tools
- Excellent communication & social skills
- Able to work in tight deadlines
- Highly skilled in Word, Excel & Microsoft Outlook
- Fluent in different languages

About Me

A multi-skilled reliable & talented translator with a proven ability to translate written documents from a source language to target language. A quick learner who can absorb new ideas and & can communicate clearly & effectively with people from all social & professional backgrounds. Well mannered, articulate & fully aware of diversity & multicultural issues. Flexible in the ability to adapt to challenges when they arise & at the same time remaining aware of professional roles & boundaries. Take pride in my ability to produce high-quality translations that are faithful to the original text, while also being engaging and easy to read.

Professional Experience

Mega Tron Corporation
2021-2023

- As an ex head of Mega Tron Translators, I was a skilled and experienced leader with a deep understanding of the translation industry. I was responsible for overseeing a team of translators, ensuring that all projects were completed on time, on budget, and to the highest quality standards.

1. Building a highly skilled and diverse team of translators: I was instrumental in recruiting and training a team of talented translators from around the world, I brought a range of language and cultural expertise to the company. This helped to ensure that Mega Tron was able to handle a wide variety of translation projects for clients across different industries and regions.
2. Implementing quality control processes: I introduced a rigorous quality control process to ensure that all translations met the highest standards of accuracy, clarity, and cultural sensitivity. This helped to build trust with clients, and positioned Mega Tron as a reliable and trustworthy translation partner.
3. Expanding the company's service offerings: Under mine leadership, Mega Tron expanded its translation services to include a wider range of languages and specializations, including technical translations, legal translations, and medical translations. This helped to attract new clients and diversify the company's revenue streams.

Berlin State Library | Internship Student
2019-2020

- Reported back to instructor to receive day-to-day tasks and responsibilities.
- Communicated effectively with faculty and staff and accepted critiques and suggestions for areas of improvement.
- Provided clerical support, addressing routine, and special requirements.
- Interacted with customers by phone, email, or in-person to provide information.

Courses

Language-specific courses: I have completed courses in grammar, syntax, and vocabulary to improve my understanding and fluency in Spanish & German.

Technology courses: As technology plays an increasingly important role in the translation industry, I have completed courses in computer-aided translation (CAT) tools, machine translation, or other software programs used in the translation process.