



Abduselam Abdulkadir Lugo

Goba, Ethiopia

0905861555 | abdilawyer66@gmail.com

Dear Hiring Manager,

I am writing to express my interest in the freelance translator position with your company. With over 5 years of experience as a lawyer and in translating, editing, and proofreading, I am confident in my ability to deliver high-quality work for your organization.

As a professional translator, I offer services in more than 3 languages, including English, Amharic, and Afaan Oromoo. I specialize in technical, medical, business, and legal document translations, and I am committed to delivering accurate and timely translations for your company.

I hold a LLB degree in Law and am a native English speaker with proficiency in both Amharic and Afaan Oromo. I am dedicated to providing reliable and top-notch translation services, and I am open to feedback to ensure that my work meets your expectations.

I am eager to bring my skills and experience to your team and contribute to the success of your organization. Please feel free to contact me with any questions or concerns. Thank you for considering my application.

Sincerely,

Abduselam Abdulkadir



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Objective

I am Highly skilled Lawyer and experienced Translator with a strong background. Delivering All legal services & translating legal documents from/in English, Amharic and Oromo languages. Bringing forth an excellent command of these languages, and a track record of impeccable proofreading, editing and translating. Adept in accurately assessing the context of material, translating it in an understandable and appropriate way. Highly skilled in legal terminology and processes, helping clients to better understand their rights and position. Bringing forth a positive work ethic and a commitment to efficiency and integrity

Experience

- **Attorney Office** 08/2012 - Current
Public prosecutor and Crime Investigation division team leader
 - Interacted well with customers to build connections and nurture relationships
 - conducting and leading crime investigation, filing pleadings
 - conducting trial, appealing
 - Tracked employee attendance and punctuality, addressing repeat problems quickly to prevent long-term habits.
 - Auditing investigation and pleading files
 - Trained and guided team members to maintain high productivity and performance metrics
 - Observed each employee's individual strengths and initiated mentoring program to improve areas of weakness.
 - Scheduled employees for shifts, taking into account customer traffic and employee strengths.
 - Translated different legal documents, audio and video files from English to Amharic to prepare awareness creation training materials
- **Dawe Serer Woreda Food Security, Disaster Prevention & Preparedness Office (FS,DPP)** 04/2008 - 11/2010
PSNP (PRODUCTIVE SEFTYNET PROGRAM)PUBLIC WORKS TECHNICAL ASSISTANCE,
 - Worked closely with other departments to better understand about the program features and develop appropriate training materials.
 - Delivered training sessions for stakeholders team leaders, management staff and communities
 - Plan, implement, monitor and evaluate public works
 - Give technical assistance to development agents
 - Regularly reviewed training materials and courses, adding updates to keep all information current and pertinent.
 - Delivered training sessions for newly hired team leaders and management staff
 - Worked closely with other departments to better understand product features and develop appropriate training materials
 - Collaborated with Type staff to define legal and operational parameters
 - Performed program research and analyzed data collection to develop cost estimates and budgets.
 - Translated different project manuals and handouts from English to Amharic to prepare awareness creation training materials
- **Private Translation Office** 09/2015 - Current
Translator and Freelancer
 - Translate documents from English to Amharic and Afan Oromo

- Edited different kinds of documents
 - Proofread files
 - Transcribed audio and video files
 - Replicated flow, style, and overall meaning of original texts
 - Verified signatures and checked medical charts for accuracy and completion
 - Managed finished works and version edits for comprehensive record of each file:
 - Applied cultural understanding to discern specific meanings beyond literal written words.
 - As a freelancer on different platforms translated more than 400 leveled child books from English to Oromo and Amharic languages for private client named Meklit leveled child books Translation and edition long term project
 - Translated documents from Language to Language
 - Checked and corrected grammatical and spelling errors in diverse documents
 - Reviewed final works to spot and correct errors in punctuation, grammar, and translation.
 - Worked with other translators to facilitate real time conversations.
 - Repeated and restructured complex translations to optimize understanding.
 - Revised work to identify missed mistakes before completing assigned assignments.
 - Transcribed court documents and records to enhance traceability and overall organization
- **Raitu Woreda Pastoral Community Development Office, Raitu, Ethiopia** 08/2005 - 04/2008
DEVELOPMENT AGENT
 - Raitu Woreda Pastoral Community Development Office, Raitu, Ethiopia
 - Developed and worked with other city-staffed district coalition offices to implement
 - programming for community development
 - Collaborated with other groups with similar missions and priorities both locally and city-wide
 - Oversaw development of civic engagement programming and services for neighborhood associations and community organizations
 - Established and continually improved key services and programs in alignment with city core values of anti-racism, equity, transparency, communication, collaboration and fiscal responsibility.

Education

- **Alpha University College** 2010
LLB
3.11

Skills

- ● Basic computer application & Maintenance ● Cable based Network installation ● Legal Document Preparation ● Legal Research ● Editing Skills ● Document Review ● Translation ● Medical Translation ● Technical Translation ● Translate Documents ● Audio Translations ● Legal Terminology ● Writing and Editing ● Case Management ● Transcription ● Organizational Efficiency ● Commercial Litigation . ● Fluent in Legal Terminology ● Legal procedures ● Conflict Mediation ● Transcribing Documents ● problem

Activities

- Delivering free legal advice on different legal cases through different social media platforms

Languages

- English
- Amharic
- Oromo
- Arabic

Reference

- **Abduljebar Yuna Doyo - Pastoralists community development office**
Manager
abduljebardoyo@gmail.com
0912005356
- **Abdurezak Hamda - Bale zone high court**
Judge
abdurezakhamda@gmail.com
0915832368
- **Hayat Abdi Aliyi - Attorney office**
Secretary
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0924107595