

OLUWATOYIN OKEOWO

BILINGUAL TRANSLATOR

PROFESSIONAL SUMMARY

Summary:

- **Experience:** Over 7 years in translation and AI training
- **Languages:** Fluent in English, Finnish, and Spanish; Professional proficiency in written and spoken forms
- **Fields:** Game, Legal, medical, marketing, and various other industries
- **Skills:** Translation, proofreading, cultural nuance, attention to detail, time management, working under pressure, communication, translation software proficiency

Professional Highlights:

- **Legal Translation:** Successfully translated complex legal documents for a multinational law firm, requiring high levels of accuracy and attention to detail.
- **Multinational Projects:** Managed translation projects for multinational corporations, enhancing cross-cultural communication and contributing to business growth.
- **AI Training:** Experienced AI Content Strategist and ChatGPT Trainer, leveraging linguistic expertise to train AI models.

Key Achievements:

- **Legal Documents:** Led the translation of intricate legal texts, ensuring precision and adherence to legal standards.
- **Multinational Law Firm:** Played a crucial role in the firm's legal documentation process, boosting their international operations.
- **Marketing & Medical Translation:** Provided high-quality translations for marketing campaigns and medical documents, ensuring cultural relevance and accuracy.

Professional Experience:

- **Freelance Translator and Proofreader:** Provided translation and proofreading services across multiple languages and industries.
- **AI Content Strategist/ChatGPT Trainer:** Trained AI models, utilizing linguistic and translation expertise to enhance AI performance.

Personal Qualities:

- **Work Ethic:** Demonstrates a strong work ethic, consistently meeting high standards.
- **Adaptability:** Highly adaptable, capable of managing diverse translation projects.
- **Cultural Sensitivity:** Deep understanding of cultural nuances, ensuring effective and appropriate translations

EXPERIENCE

2108973368

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United States, 2228 Cinnamon Lane, San Antonio, 78212

LANGUAGES

English

Finnish

German

Spanish

Dutch

Danish

Italian

Swedish

Portuguese

- May 2020 - December 2023

Freelance Translator and Proofreader

Global Creative Translation

- Translated legal documents, including contracts, agreements, and court documents, ensuring accuracy and adherence to legal terminology.
- Proofread translated texts to ensure consistency, coherence, and cultural relevance.
- Assisted in evaluating foreign education credentials for immigration, continuing education, and professional licensing.
- Collaborated with law firms, universities, and professional licensing boards to provide accurate and timely translations.
- Worked on academic and work experience evaluations, ensuring the correct interpretation of credentials.
- Utilized CAT tools to maintain translation memory and ensure consistency across projects.
- Translated professional position evaluations, aiding clients in accurately representing their qualifications.
- Managed urgent and ad-hoc translation requests with a quick turnaround time.
- Provided cultural consulting to ensure translations met the artistic standards of the target audience.
- Consistently received positive feedback for high-quality translations and attention to detail.
- Ensured confidentiality and data security in handling sensitive legal documents.
- Contributed to the development of translation guidelines and best practices.
- Engaged in continuous learning and professional development to stay updated with industry trends.
- Developed strong working relationships with clients and colleagues through effective communication and collaboration.
- Managed multiple projects simultaneously while maintaining high standards of quality.
- Participated in quality assurance processes to ensure the accuracy of translations.
- Assisted in the localization of marketing materials and advertising content.
- Translated and proofread educational materials and academic papers.
- Provided linguistic support for international clients seeking professional licensing.
- Worked with a team of professional linguists to deliver comprehensive translation services.
- Adapted to varying project requirements and client preferences.
- Demonstrated proficiency in translation software

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- 2020 - Now

Translator and Copywriter

Translated

- Translated academic essays, research papers, and educational content from English to Finnish.
- Ensured that translations maintained the source text's original meaning, tone, and style.

- Proofread and edited translated documents to guarantee accuracy and readability.
- Worked closely with clients to understand their specific needs and preferences.
- Provided cultural consulting to ensure translations resonated with the target audience.
- Managed multiple translation projects with tight deadlines.
- Utilized CAT tools to enhance translation efficiency and consistency.
- Translated marketing materials and advertising content for academic services.
- Assisted in the localization of website content and online resources.
- Ensured compliance with academic standards and formatting guidelines.
- Collaborated with a team of translators and editors to deliver high-quality translations.
- Adapted translations to suit different academic disciplines and subjects.
- Maintained confidentiality and data security for sensitive academic documents.
- Engaged in continuous professional development to improve translation skills.
- Received positive feedback from clients for accuracy and attention to detail.
- Managed urgent and ad-hoc translation requests with efficiency.
- Contributed to the development of best practices for academic translations.
- Assisted in the creation of multilingual marketing campaigns.
- Provided linguistic support for international students and researchers.
- Worked on translating and proofreading educational materials for various academic levels.
- Developed strong client relationships through effective communication and collaboration.
- Demonstrated proficiency in translation software and tools.
- Ensured the cultural relevance of all translated academic materials.
- Translated internal communications for educational institutions.
- Contributed to the successful completion of numerous academic projects.

• 2022 - Now

Freelance Translator and Proofreader

Protranslate

- Translated legal documents, contracts, and agreements from English to Finnish and vice versa.
- Ensured the accuracy and consistency of legal terminology in translations.
- Proofread and edited translated texts to guarantee coherence and clarity.
- Collaborated with clients to understand their specific legal translation needs.
- Managed multiple translation projects with tight deadlines.
- Utilized CAT tools to maintain translation memory and ensure consistency.
- Provided cultural consulting to ensure translations met the cultural standards of the target audience.
- Ensured confidentiality and data security for sensitive legal documents.
- Received positive feedback for high-quality translations and attention to detail.

- Assisted in the localization of marketing materials and advertising content.
- Translated and proofread educational and academic materials.
- Provided linguistic support for international clients in various legal matters.
- Worked with a team of professional linguists to deliver comprehensive translation services.
- Adapted to varying project requirements and client preferences.
- Demonstrated proficiency in translation software and tools.
- Ensured the cultural relevance of all translated materials.
- Translated internal communications for corporate clients.
- Contributed to the development of translation guidelines and best practices.
- Engaged in continuous professional development to stay updated with industry trends.
- Developed strong working relationships with clients and colleagues through effective communication and collaboration.
- Managed urgent and ad-hoc translation requests with efficiency.
- Participated in quality assurance processes to ensure the accuracy of translations.
- Assisted in the localization of website content and online resources.
- Provided linguistic support for legal and corporate clients.
- Worked on translating and proofreading marketing materials and advertising content.
- Translated internal communications for law firms and corporate clients.
- Ensured the cultural relevance of all translated legal documents.
- Contributed to the successful completion of numerous high-stakes projects.

● November 2022 - Now

Freelance Translator and Ai Trainer

Acolad

- Translated product descriptions, marketing materials, and advertising content from English to Finnish and vice versa.
- Ensured that translations maintained the original meaning, tone, and style of the source text.
- Proofread and edited translated documents to guarantee accuracy and readability.
- Worked closely with clients to understand their specific needs and preferences.
- Provided cultural consulting to ensure translations resonated with the target audience.
- Managed multiple translation projects with tight deadlines.
- Utilized CAT tools to enhance translation efficiency and consistency.
- Translated and localized e-commerce product descriptions and listings.
- Assisted in the localization of website content and online resources.
- Ensured compliance with brand guidelines and marketing standards.
- Collaborated with a team of translators and editors to deliver high-quality translations.
- Adapted translations to suit different product categories and target markets.

- Maintained confidentiality and data security for sensitive marketing materials.
- Engaged in continuous professional development to improve translation skills.
- Received positive feedback from clients for accuracy and attention to detail.
- Managed urgent and ad-hoc translation requests with efficiency.
- Contributed to the development of best practices for marketing translations.
- Assisted in the creation of multilingual marketing campaigns.
- Provided linguistic support for international marketing efforts.
- Worked on translating and proofreading social media content and engagement strategies.
- Developed strong client relationships through effective communication and collaboration.
- Demonstrated proficiency in translation software and tools.
- Ensured the cultural relevance of all translated marketing materials.
- Translated internal communications for corporate clients.
- Contributed to the successful completion of numerous marketing projects.

● 2018 - 2023

Translator and Proofreader

Middle East Translation

- Translated legal documents, contracts, and agreements from English to Finnish and vice versa.
- Ensured the accuracy and consistency of legal terminology in translations.
- Proofread and edited translated texts to guarantee coherence and clarity.
- Collaborated with clients to understand their specific legal translation needs.
- Managed multiple translation projects with tight deadlines.
- Utilized CAT tools to maintain translation memory and ensure consistency.
- Provided cultural consulting to ensure translations met the cultural standards of the target audience.
- Ensured confidentiality and data security for sensitive legal documents.
- Received positive feedback for high-quality translations and attention to detail.
- Assisted in the localization of marketing materials and advertising content.
- Translated and proofread educational and academic materials.
- Provided linguistic support for international clients in various legal matters.
- Worked with a team of professional linguists to deliver comprehensive translation services.
- Adapted to varying project requirements and client preferences.
- Demonstrated proficiency in translation software and tools.
- Ensured the cultural relevance of all translated materials.
- Translated internal communications for corporate clients.
- Contributed to the development of translation guidelines and best practices.
- Engaged in continuous professional development to stay updated with industry trends.

- Developed strong working relationships with clients and colleagues through effective communication and collaboration.
- Managed urgent and ad-hoc translation requests with efficiency.
- Participated in quality assurance processes to ensure the accuracy of translations.
- Assisted in the localization of website content and online resources.
- Provided linguistic support for legal and corporate clients.
- Worked on translating and proofreading marketing materials and advertising content.
- Translated internal communications for law firms and corporate clients.
- Ensured the cultural relevance of all translations.

SKILLS

Multilingualism	Expert	Language fluency	Expert
Analytical skills	Expert	Problem solving	Expert
Time management	Expert	Translation	Expert
Medical Translation	Expert	Transcription	Expert
Subtitle Translation	Expert	Editing and Proofreading	Expert
Written communication	Expert	Teamwork	Expert
Intercultural communication	Expert	Researching/investigating	Expert

CERTIFICATES

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Certificate in Artificial Intelligence Training

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TOEFL Proficiency certificate (English Language)

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American Translators Association

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RWS Post Editing Certification

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International English test

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Insider Threats for End Users Certification

TOOLS

- **Matecat**

- **Trados**

- **Crowdin**

- **MemoQ**

- **Memsources**

- **Matesub**

- **Phrase**

- **TWS**

- **XTM**

- **Microsoft Offices**

- **Microsoft Excel**

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Winrar

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Adobe

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Canva

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Photoshop

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Convertio

COURSES

• 2018

Master of Arts in Translation Studies

Kansas State University

• 2014

Bachelor of Arts in Linguistics

University of West Florida

• 2022

Bachelor of Arts in Language Studies

University of Berlin