

# Professional Translator

# Solomon Josiah

## Professional summary

As a seasoned Professional Translator with over 7 years of experience, I specialize in delivering precise and culturally nuanced translations across multiple languages. Throughout my career, I have consistently achieved excellence by successfully managing a high volume of projects, even under tight deadlines, while ensuring impeccable quality. My expertise spans technical, legal, Medical and business translations, with a proven ability to convey messages clearly and effectively. I bring a deep understanding of cultural contexts, enabling me to bridge language barriers seamlessly. My strong research skills, attention to detail, and proficiency in industry-specific terminology make me a trusted partner for clients seeking accurate and professional translation services.

## Experience

### Legal Administrative Assistant

May 2024 - Now

GTELocalize /

As a Legal Administrative Assistant at GTELocalize, I played a crucial role in supporting the legal team and ensuring the smooth functioning of the department. I was responsible for managing administrative tasks, organizing legal documents, and maintaining communication with clients and other departments within the company. My attention to detail and strong organizational skills allowed me to excel in this fast-paced environment.

- I managed a wide range of administrative tasks, including filing, record-keeping, and document preparation.
- I organized and maintained legal documents, ensuring they were easily accessible and properly archived.
- I created and updated client files, both physical and electronic, to ensure all records were current and complete.
- I maintained effective communication with clients, addressing inquiries and providing updates on legal matters.
- I acted as a liaison between the legal team and other departments, facilitating smooth information flow and collaboration.
- I scheduled and coordinated meetings, appointments, and conferences for attorneys and clients.
- I assisted in preparing legal documents, such as contracts, pleadings, and briefs, under the supervision of attorneys.
- I conducted legal research to support case preparation and ensure attorneys had the most current and relevant information.
- I managed the department's calendar, ensuring all deadlines and court dates were met without delay. I assisted in the preparation and filing of court documents, ensuring compliance with legal procedures and deadlines.
- I coordinated the collection, review, and organization of discovery materials, including witness statements and evidence.
- I prepared and sent correspondence to clients, opposing counsel, and court personnel on behalf of the legal team.
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## Education

### Doctor of Medicine (MD)

2020 - 2022

University of the Cumberland

United States, Williamsburg

### Bachelor of Arts (BA)

2016 - 2020

University of Derby

United Kingdom, Derby

## Skills

Translation 

Proofreading 

Formatting 


Editing 


Localization 

Language Proficiency 

Transcription 

Negotiation 

Computer Literacy 

Translation Memory Tools 

Listening Skills 

Bilingualism 

Cultural Awareness 

I assisted attorneys in trial preparation, including organizing exhibits, preparing witness lists, and arranging logistics.

- I maintained confidentiality of sensitive client information, adhering to ethical and legal standards.

#### Languages

- ◆ English
- ◆ German
- ◆ Dutch
- ◆ Danish

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## Medical documents Translator

October 2020 - March 2023

Translateswift /

As a Medical Documents Translator at Translateswift, I was responsible for accurately translating medical documents from English to German and vice versa. This role required not only fluency in both languages, but also a strong understanding of medical terminology and procedures.

- I translated a wide range of medical documents, including patient records, clinical trial reports, and medical research papers, from English to German and vice versa.
- I ensured the accuracy of medical terminology in both English and German, preventing misinterpretation of critical health information.
- I collaborated closely with healthcare professionals, including doctors, nurses, and researchers, to verify the accuracy and relevance of translations.
- I maintained a high level of attention to detail, ensuring that all translations were precise and free of errors.
- I consistently met tight deadlines, often working under pressure to deliver translations within limited time frames.
- I improved the overall quality of translations by implementing feedback from healthcare professionals and continuously refining translation processes.
- I adapted medical content to be culturally sensitive and accessible to Spanish-speaking patients and healthcare providers.
- I utilized specialized medical dictionaries and resources to enhance the accuracy of translations.
- I provided translation support for medical conferences, webinars, and presentations, ensuring clear communication between English and German-speaking participants.
- I worked on confidential medical documents, ensuring compliance with privacy regulations such as HIPAA.
- I trained new translators on medical terminology and translation techniques specific to the healthcare industry.
- I proofread and edited translations to maintain consistency and accuracy across all documents.
- I developed glossaries of frequently used medical terms to streamline future translation projects.
- I managed multiple translation projects simultaneously, tasks based on urgency and complexity.

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## Finance documents translator

May 2017 - June 2020

Translation AZ /

During my time at Translation AZ, I worked as a Finance Documents Translator, utilizing my proficiency in both finance and language to accurately translate financial documents for clients. My role required exceptional attention to detail and the ability to meet strict deadlines while maintaining the highest level of quality.

- I translated financial documents with precision and efficiency, ensuring clarity and accuracy in every project.
- I ensured accuracy and consistency in terminology, maintaining the integrity of financial terms across all documents.
- I consistently met tight deadlines while maintaining exceptional quality in all translations.

- I collaborated closely with team members to ensure the successful completion of translation projects.
- I communicated with clients to understand their specific needs, ensuring that translations met their expectations.
- I managed multiple translation projects simultaneously, balancing priorities and delivering on time.
- I utilized my deep understanding of finance to translate complex financial documents accurately.
- I maintained up-to-date knowledge of financial terminology and industry trends to enhance translation quality.
- I conducted thorough research to ensure the accuracy of financial terms and concepts in translations.
- I reviewed and revised translations to ensure they met the highest standards of quality.
- I developed glossaries and style guides to ensure consistency across all translations.
- I worked with a variety of financial documents, including reports, contracts, and statements.
- I adapted translations to different financial contexts, including banking, investment, and accounting.
- I proofread translated documents to eliminate errors and inconsistencies.
- I used translation software to enhance efficiency and accuracy in my work.
- I provided cultural in translations, ensuring that financial documents were appropriate for the target audience.
- I delivered translations that adhered to legal and regulatory requirements in the financial sector.