

MARILYN JEHL



CONTACT

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EDUCATION AND TRAINING

06/2000

Bachelor of Arts - Translation And Languages

Université St. Joseph (USJ)

Beirut, Lebanon

M.A. Equivalent in Translation (thesis pending)

Université St. Joseph (USJ)

Beirut, Lebanon

SUMMARY

A dedicated translator and team player with in-depth understanding of various cultures, I'm well-versed in translating verbal communication and written words. Born and raised in a trilingual environment, I have a near-native level in both English and French and a native level in Arabic. After twenty years of intermittent employment and full-time freelancing, I feel it is time for me to use my honed skills and experience in a setting that will encourage and appreciate my diligence for accuracy and for delivering an impeccable final copy.

SKILLS

- Multi-tasking and prioritization
- Workflow optimization
- Cultural understanding
- Interpersonal and written communication
- Organizational and follow-up skills
- Editing skills
- Spelling expertise

EXPERIENCE

TRANSLATOR, PROOFREADER, REVISOR & COPYWRITER **Self-employed** | Ebersheim , France

06/2000 - Current

- Reviewed and edited documents to fix grammatical and spelling issues.
- Drafted and finalized documents, memos, and letters.
- Leveraged cultural background knowledge to

understand idiomatic meanings of specific expressions.

- Performed research into content questions and grammatical concerns to verify details.
- Proofread translations to identify and correct punctuation, grammatical and translation errors.
- Translated client documents between languages.
- Worked with clients to establish translation requirements and scope.
- Delivered translation services to clients.
- Adhered to style guidelines for content and line editing changes.
- Managed high volumes of time-sensitive documents.
- Duplicated original document style and flow.
- Developed understanding of specialized translation concepts by consulting subject matter experts.
- Created glossaries and terminology databases to produce translations.