

Dinushika Disanayaka

AREAS OF EXPERTISE

Translating documents

Proofreading

Interpreting

Transcription

Sinhalese language

PERSONAL SKILLS

Detail orientated

Well organised

Friendly

PERSONAL DETAILS

Dinushika Disanayaka
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Baird Avenue,
Southall,
UB1 3NA

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E: ddinu@hotmail.co.uk

DOB : 16/12/1991

Nationality : British/Sri
Lankan

Translator & Interpreter

PERSONAL SUMMARY

A multi-skilled, reliable & talented translator with a the ability to translate written documents from a source language to a target language. Well mannered, articulate & fully aware of diversity & multicultural issues. Always work hard to meet the customer's needs.

EDUCATION

2011-2014 Queen Mary University of London

BSc (Hons) Biochemistry

2008-2011 William Morris Sixth Form, Hammersmith

A-levels: Biology (A), Chemistry (A), Mathematics (B)

WORK EXPERIENCE

Freelance interpreter/translator February 2010- Present

Working freelance, providing translation and interpretation services for clients where needed. Involved converting documents and articles-some of which were historical documents- from Sinhalese into English and ensuring that the finished converted articles relay the intended message as clearly as possible.

Duties:

- Researching legal & technical phraseology and historical events where needed to ensure the correct translation is used.
- Liaising with clients to discuss any unclear points
- Providing guidance & feedback & creating customer-specific style guides.
- Translation of documents/letters from a foreign language to English & vice versa.
- Reviewing and proofreading mother-tongue text.
- Conducting face-to-face interpreting.
- Working as a translator for law firms and local GP surgeries.
- Subtitling videos
- Excellent English speaking and writing skills.

KEY SKILLS AND COMPETENCIES

- Native Sinhalese speaker, and fluent in English.
- Highly skilled in Word, Excel and Microsoft Outlook
- Willing to travel and able to meet deadlines.
- Able to prioritise work and excellent time management skills