



# Mosses Argaw

## Translator

### PERSONAL SUMMARY

A multi-skilled, reliable & talented translator with a proven ability to translate written documents from a source language to a target language. A quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds. Well mannered, articulate & fully aware of diversity & multicultural issues. Flexible and the ability to adapt to challenges when they arise & at the same time remaining aware of professional roles & boundaries. Would like to work as a translator for a successful and ambitious company that offers great opportunities for career development and progression.

### PERSONAL DETAILS

Mosses Argaw  
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Ethiopia

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DOB: Jan/01/1990  
Nationality: Ethiopian

### LANGUAGE PAIRS

Amharic, Oromo and  
Tigriyina

### AREAS OF EXPERTISE

Translating legal, business,  
medical, technical advertising  
and religious documents

Proofreading & Interpreting

Voiceover

Transcreation

### WORK EXPERIENCE

**Freelance Translator**  
June 2011 - Present

Working as freelance translator for a translation agency providing a translation and interpretation service to clients. Involved converting documents and articles from one language into another and ensuring that the finished converted articles relay the intended message as clearly as possible.

#### Duties:

- Researching legal & technical phraseology to ensure the correct translation is used.
- Liaising with clients to discuss any unclear points.
- Providing guidance & feedback & creating customer-specific style guides
- Reviewing and proofreading mother-tongue text.
- Revising more junior translators' translations.
- Conducting face-to-face interpreting. Telephone interpreting.
- Working as a translator for Law firms, charities and local councils.
- Supporting the translation team with other projects when necessary.
- Excellent English speaking and writing skills.
- Retrieving articles from newspapers, magazines & the internet & translating them into English.

### KEY SKILLS AND COMPETENCIES

- Familiar with translation software tools.
- Able to fluently speak Amharic, Oromo, Tigriyina and French
- Excellent communication and social skills. Able to work to tight deadlines.
- Highly skilled in Word, Excel and Microsoft Outlook.

### ACADEMIC QUALIFICATIONS

**Addis Ababa University/ School of Economics** (September 2010 – July 2012)

Major Courses	
Micro Economics	Industrial Economics
Macro Economics	Statistics
International Trade	Accounting 1 and 2
Project Management	Civic and Ethical Education

**Saint Joseph / High School** (September 2006 – June 2009)  
Ethiopian School Leaving Certificate