



# Gedeon Girma

## AREAS OF EXPERTISE

*Translating legal, Technical (industry), Oil & Gas, IT, Business & Finance, Training documents*

*Proofreading*

*Interpreting*

*Terminology*

*Poliglot*

*Ethiopian languages*

## PROFESSIONAL

*Process Design & Optimization Certificate*

*IELTS (International English language testing system) result of 6.5/9*

## PERSONAL SKILLS

*Detail orientated Well*

*Organized Friendly*

## PERSONAL DETAILS

Gedeon G. W/Mariam  
*Nifas silk subcity Woreda  
03 Addis Ababa Ethiopia*

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*Ethiopia P.O.Box 40381  
gedeongirma07@gmail.com*

DOB: 20/02/1990  
Nationality:  
*Ethiopian*

## Amharic, Geez, Hadiya, Oromo, Sidama, Somali and Tigrinya 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 in 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.

### WORK EXPERIENCE (7+ Years of total experience)

**Interpreting Company - Self Employed contractor** TRANSLATOR June 2009 - Present on Online sites like

- Odesk
- Guru
- Elance
- Translation directory
- Translation pub
- Proz
- And so many local employees

Working freelance for a translation agency providing a translation and interpretation service to clients where needed. 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.  
Translation of documents/letters from a foreign language to English & vice versa.

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, English, Oromo, Hadiya, Geez and Tigrinya.

Excellent communication and social skills.

Able to work to tight deadlines.

Highly skilled in Word, Excel and Microsoft Outlook.

Willing to travel and able to work under pressure.

Able to prioritize work.

**ACADEMIC QUALIFICATIONS** BSc in Chemical Engineering 2008—2013, AAiT  
BA in Management 2010 – 2013, BDU and Msc in Industrial Engineering, AAiT 2017- on progress

Basic Computer software skills, Trados and Wordfast Cat and related translation softwares.

**REFERENCES -**

1. Prof. Maria  
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2. Kon malla  
yihunhaile@gmail.com
3. Binya Tadele  
Biny4ki@gmail.com