

SAHAR MEHRAJI



Tehran, Iran 1981118178



0098 912-716-7804



info @globelang.com

PROFESSIONAL SUMMARY

- Honed Management skills and proficiency at a world class level to well manage main sectors of publications, Import companies and Digital marketing
- Managed the Medical Journal publishing team till the end of publication
- Managed the international trading sector of an import company, from submitting the order to shipment
- Managed the content marketing sector of a US-based Digital Marketing company (Purplez)
- Founded and managed Globelang Translation Agency, a medium-sized agency in the Translation industry
- Managed the Translation and Interpreting team consisting translators/interpreters, editors, TQAs and project managers via the most recent and convenient platforms
- Translated and edited millions of words during a 12- year experience, either book translation, manuscript translation, or documents, primarily for medical texts.
- Worked as a remote medical interpreter in USA health settings aiming at helping LEPs who need health and social services
- Worked a Simultaneous interpreter in American Departments orientations
- Trained by Medical Interpreting and Translating Institute Online (MiTio) and gained credentials (Medical interpreter and HIPPA certificates) after passing the 160-hr program.
- Trained Conference Interpreter- 200-hr
- Expanded skills in other areas such as SEO, digital marketing,
- Organized international events
- Expanded communication and cooperation in many fields globally
- Improved growth mindset

WORK HISTORY

CEO of Globelang Translation, 01/2017 - present

- Developed key operational initiatives to drive and maintain substantial business growth.
- Maximized 100% performance by monitoring daily activities and

WEBSITE, PORTFOLIO, PROFILES

Website:

[https://globelang.com/en/](https://globelang.com/en/Proz)

Proz

<https://www.proz.com/translator/2627354>

Translation directory

https://www.translationdirectory.com/translators/persian_english/sahar_mehraji.php

LinkedIn:

<https://www.linkedin.com/in/sahar-m-80b23872/>

Skype: live:mehrajisahar6

SKILLS

- Languages
- Turkish: Upper-intermediate
- Farsi: Native
- English: Fluent
- SEO Content Creation
- Project management
- Scientific Papers Editing
- Consecutive Interpreting
- Simultaneous interpreting
- HIPAA compliance
- Translation Revisions
- Communication skills

mentoring team members.

- Adjusted job assignments and schedules to keep pace with dynamic business needs, factoring in processes, employee knowledge, and customer demands.
- Managing over 20 teams, projects, and many clients
- Evaluating translators' works to ensure 100% high quality
- Training translators
- Increased company revenue by 10-20% annually through aggressive new market strategies.
- Analyzed and tracked business metrics and made appropriate adjustments to meet supply and demand needs
- Coached and guided senior translators to improve job satisfaction and achieve higher performance levels
- Updated business processes, services, and team makeups to cater to client's needs

Conference Interpreter, 04/2016 - Current

International Events, Tehran, Iran

- Provided tens of interpretations for clients during special events, successfully maintaining pace with native speakers to deliver real-time comprehension.
- Facilitated communication between law enforcement personnel and individuals involved in crimes such as witnesses, persons of interest and suspects.
- Provided cultural input to speakers to help parties who did not speak similar languages communicate with and understand one another.
- Maintained message content, tone, and emotion as closely as possible.

Consecutive Medical Interpreter, 12/2021 - Current

Mitio and Propio-360 Inc, USA

- Remote Medical interpreting to LEPs in USA Health System for thousands of hours
- Facilitating cultural gaps
- HIPPA confidentiality compliance
- Interacting between patients and doctors to meet their needs
- Remote Simultaneous interpreting of American Orientation, such as FCCH Department

Simultaneous Medical Interpreter, 12/2021 - Current

MLT, USA

- Provided several hours of interpretations in American Department Webinars (NOV 2022)

Legal Book Translator, 10/2019 - Current

Publications, Tehran, Iran

- Translated millions of words in English and Farsi.
- Reviewed final works to spot and correct errors in punctuation, grammar, and translation.
- Applied cultural understanding to discern specific meanings beyond literally written words.

Freelance Farsi Translator , 08/2018 - Current

Ponisha Freelancer, Tehran, Iran

- Translated Millions of words in scientific, medical, and legal texts and books from English to Farsi (and vice versa) for 15 years.
- Got 5-star rates from clients

Content Creator and manager, 01/2020 - 08/2021

Purplez, California City, CA

- Created hundreds of SEO Content in English
- Managed Content over 10 marketing team

Translator and Interpreter, 01/2016 - 01/2017

MSF, Tehran, Iran

- Translating documents, MOU, LOU, and medical texts in Farsi and English
- Applied cultural understanding to discern specific meanings beyond literally written words.
- Maintained knowledge of developments in English and Farsi languages to effectively update existing translations to meet contemporary trends in communication.
- Interpreted conversations simultaneously to help both parties conduct business, handle medical needs, or manage personal concerns.
- Assisting deputy in visa proceedings

Online Magazine Translator, 11/2015 - 06/2016

Bazdeh Pub, Tehran, Iran

Translating online magazines

Medical Translator and Editor, 05/2011 - Current

Hospitals & Health Networks, Tehran, Iran

- Served as a medical interpreter for patients and staff clinical encounters by delivering accurate, skilled interpretations to facilitate

effective communications.

- Followed HIPPA and PHI codes to protect patients' confidentiality and privacy.
- Translated documents about treatment directions and helped non-English speaking patients fill out medical forms and visits.

Scientific Translator, English Editor, Proofreader, 01/2011 -

02/2012 Kowsar Publication, Tehran, Iran

- Proofread and translated 100 Medical manuscripts a month
- Managed medical journals in 3 hospitals

University Diploma Sought

Master of Arts, Translation Studies, 2012

UNIVERSITY DEGREES SOUGHT, Alborz University - Qazvin, Iran

Bachelor of Arts, English Translation, 2008

Kharazmi University - Tehran, Iran

Interpreting Diploma Sought

Medical Interpreting course, 160 hours, 2022

Mitio Academy- USA

Medical Interpreting course, 40 hours, 2021

360 Interpreting company

HIPAA certificate, 2022

Mitio Academy- USA

Conference Interpreting course, 200 hours, 2023

Vakeh Interpreting Academy- Tehran, Iran

CERTIFICATIONS

- Medical interpreting Certificate, Mitio - August 2022
- HIPAA Compliance- November 2022
- EF SET certificate in English (C1)
- Conference Interpreting certificate

LANGUAGES

Farsi



Native or Bilingual

English



Full Professional

Turkish



Limited Working

PERSONALITY

- Self-confident/High- achiever/Positive thinker/Decision maker/Problem Solver/ Dexterous/Creative/ Disciplined
- Patient, Extraverted, easygoing, friendly, communicative