

SKILLS

MC Office

CAT Tools

STRENGTHS

- Excellent Verbal, Non-Verbal, Written Communication
- Cultural Awareness & Intelligence
- Time Management & Multitasking
- Analysis & Research
- Self-Management & Self-Motivation
- Creative Writing Skills

LANGUAGES

Azerbaijani native
Turkish C1
English B2
Russian A2

EDUCATION

Western Caspian University
English and Chinese Translator
Bachelor's degree
2018 - 2022

AMINA MAMMADOVA

TRANSLATOR

PROFILE INFO

Highly skilled and experienced Translator with a strong background in translating legal documents. Bringing forth an excellent command of these languages. Adept in accurately assessing the context of material, translating it in an understandable and appropriate way. Bringing forth a positive work ethic and a commitment to efficiency and integrity.

WORK EXPERIENCE

- **FREELANCE TRANSLATOR** ▶ 2018
Working with various clients across the world in different fields. Translate various materials from English into different languages, covering a wide range of specialties, including legal texts such as contracts, agreements, and bylaws; literary texts such as press, education, and fiction; technical texts such as brochures, manuals, and bills of quantities, etc.
- **VOLUNTEER TURKISH TRANSLATOR** ▶ 2021
HABITAT FOR HUMANITY
 - Working as a Legal Translator
- **VOLUNTEER TURKISH TRANSLATOR** ▶ 2021
MAKE A WISH
 - Working as a Volunteer Translator
 - Communicated effectively with clients to establish scope and requirements of translation, following up after submission of work to confirm satisfaction and understanding.
 - Reviewed final works to spot and correct errors in punctuation, grammar, and translation.
- **TURKISH TRANSLATOR AND PROOFREADER** ▶ 2021
CLIMATE SCIENCE
 - Working as a Volunteer Translator and Proofreader
 - Proofread, edit, and revise materials translated into Turkish

AZERBAIJANI TRANSLATOR
POLILINGUA

▶ 2021

- Translated any documents, preferably fictions and non-legal documents, from English to Azerbaijani and vice versa.
- Successfully met deadlines and managed high volumes of work.
- Maintained knowledge of developments both in English and Azerbaijani language to effectively review and update existing translations to conform to contemporary trends in communication

TURKISH TRANSLATOR
MALI TRANSLATION & ADAPTATION SERVICES

▶ 2021

- Translated, edited and proofread English into Turkish
- Consulted with experienced professional and subject matter experts to understand certain concepts and translated them appropriately

TURKISH TRANSLATOR
ADVIKA TRANSLATIONS

▶ 2021

- Thoroughly read the given material to translate the concepts from English into simple and understandable Turkish language for the staff
- Reviewed the client documents to research complicated words to ensure the translated content conveys original meaning

PROJECTS

English to Turkish HT Translation
Melocalgate

▶ 2021

English to Turkish HT Translation
Qtrans Language Solutions

▶ 2021

Turkey Map Annotation
Procon

▶ 2021