

TOLULOPE TAIWO

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PROFESSIONAL SUMMARY

I am a detail-oriented Translator and Transcriptionist with over 5 years in translating voice recordings, conversations or presentations to written form. I am proficient in the best translation practices, accurate which include proof reading, editing and translating French, Spanish, German, Japanese, English, and Portuguese documents. I have an in-depth knowledge of speech recognition technology coupled with familiarity of the, emotional and social terminologies used.

I am a student in linguistics and international relations and the course taught me how to speak fluently in different languages and over the years I have used my skills to do translations for clients in different countries. I am looking for a good position that offers a high level of professional challenges where I would be able to utilize my linguistics skills to solve many problems and move the company forward

SKILLS

Multitasking Abilities; Dependable and Responsible; Analytical and Critical Thinking; Decision-Making; Flexible and Adaptable; Records maintenance professional; Research and data analysis; Proofreading skills; Cultural expertise; Excellent Communication; Organization and Time Management

WORK HISTORY

Freelance Transcriptionist | 01/2017 to Current
Fiverr and Upwork - Spinningfields, Manchester

- Returned printed and electronic form dictated reports for physical review, signature and corrections.
- Used headsets and transcribing software to take dictation of different technical documents.
- Completed transcription of final diagnosis for medical reports.

- Tracked and documented processes, communications and report status to remain organized and meet deadlines.
- Maintained logs of incoming dictation projects and transcription records.
- Performed QA metrics, productivity metrics and daily reviews of post-QA reports adhering to transcription quality assurance standards.
- Transcribed sensitive documents with complete confidentiality.

Senior Translator | 12/2014 to 03/2016
Keywords Studios - Diputació, Barcelona

- Replicated flow, style and overall meaning of original texts.
- Consulted specialized dictionaries, thesauruses and reference books to identify closest equivalents for nuanced terminology, words and phrases.
- Conferred with subject matter experts and other colleagues to establish precise understanding of specialized concepts.
- Provided verbal summaries of non-English documents to diverse audiences.
- Reviewed news and current events in international publications, translating relevant information for leaders.
- Updated existing translations to meet contemporary trends in communication.
- Reviewed final work to spot and correct errors in punctuation, grammar and translation.

French Translator | 11/2012 to 06/2014
IQVIA - Courbevoie, Île-de-France

- Attended management meetings to provide accurate consecutive translations of conversations between members.
- Interpreted conversations simultaneously to help both parties conduct business, handle medical needs or manage personal concerns.
- Supported student education by accompanying non-english speaking individuals to classes, study sessions and assemblies to translate instruction, conversation and documents.
- Maintained message content, tone and emotion as closely as possible.
- Completed precise translations of official documents with correct words and phrasing to meet legal standards.
- Stayed current on new expressions and cultural changes impacting language translation.

EDUCATION

University of Hull - England | Bachelor of Arts

Politics and International Relations, 03/2011

- Dean's List [2009] [AWARDS]

International School of Madrid - Spain | High School Diploma

03/2000

- Captain of Soccer Team [AWARDS]
- Received Best student in the final year [AWARDS]

READING (HOBBY)

I love to read about the latest things in psychology and human relations