

Emirjeta Xhelili

Bronx, NY 10453

bellavita258@gmail.com

+16468776496

Highly skilled Translator and Interpreter with over a decade of experience in providing comprehensive linguistic services and enhancing communication within the marketing, technology, and culinary sectors. Adept at delivering nuanced, high-quality translations and interpretations in English, Italian, and Albanian. Proven track record of managing complex projects, adhering to strict deadlines, and ensuring the confidentiality and integrity of sensitive information. Multilingual professional committed to facilitating seamless cross-cultural exchanges in fast-paced environments.

Work Experience

Translator/Interpreter/Subtitle Freelance

ProZ.com - New York, NY

March 2009 to Present

- Translated and interpreted over 750,000 words of text, providing high-quality linguistic services that enhanced client satisfaction and communication effectiveness.
- Played a critical role in content localization by adapting marketing materials and technical documentation to meet diverse audiences' cultural and linguistic expectations.
- Led the development of educational initiatives, including creating curriculum and teaching materials for middle school English language learners, sharpening pedagogical strategies, and contributing to student language proficiency.
- Pioneered using translation memory software to increase translation speed by 30% while ensuring consistency across extensive projects.
- Demonstrated exceptional proficiency in subtitling, synchronizing over 200 minutes of video content with official scripts and on-screen dialogues for TED Talks, ensuring accessibility and inclusivity.

Translator/Interpreter

Italian Embassy Intern - Tirana

February 2008 to March 2008

- Served as a pivotal liaison for communication, translating over 40,000 words per month of diplomatic documents while upholding the highest standards of accuracy and confidentiality.
- Provided crucial interpretation services during diplomatic meetings and events, facilitating clear and effective communication between Italian and Albanian officials.
- Supported embassy staff with daily language assistance, including translation and interpretation tasks, enhancing the overall efficiency of embassy operations.
- Developed an in-depth understanding of diplomatic protocols and international relations, showcasing the ability to navigate complex linguistic and cultural landscapes.

Education

Technical school in Sales Development Representative

SV ACADEMY - Los Angeles, CA

August 2022 to September 2022

Bachelor of Arts in Italian Language

University of Foreign Languages - Tirana, Albania

September 2002 to July 2008

Skills

- CAT Tools Microsoft Office
Research Editing
Localization Problem Solving
- Localization and Globalization
- Interpretation
- Terminology Research and Management
- Proofreading and Editing
- Language Instruction and Curriculum Design
- Project Management and Coordination
- Time Management and Prioritization
- Adaptability to New Technologies and Platforms
- Client Relationship Management
- Italian
- Translation
- Video Editing