Name: - Abel Million Alemu

Phone number: - +251913074921

E-mail: -[abelworld@gmail.com](mailto:abelworld@gmail.com)

**Proof reading and translation**

**Highlights of Qualifications:**

* Substantial experience of performing proofreading and editing activities on a freelance basis.
* **Familiarity with proofreading and editing of religious, Internet (E-commerce), marketing, pedagogy, identifications and certificates and other content.**
* Ability to find and correct language-specific and content errors, accurately.
* Ability to handle and execute all freelance projects, in a timely manner.

**Professional Experience:**

Freelance Proof-reader and Translator  
April 2012 – Present

**Language Pair - Ethiopian Language/ Native Amharic Speaker**

English to Amharic  
Amharic to English

**Responsibilities:**

* Selected and used proper proofreading symbols and marks.
* Identified and rectified all grammatical, typographical, and spelling errors.
* Received and edited various content submitted by external contract writers.
* Handled and completed all freelance proofreading tasks, on time.
* **Use cat tools like:Memsource, Trados, Translate online.**
* **Proz.**com account:https://www.proz.com/profile/1912042

**Rate per word:**

* 0.05dollar per wordfor translation
* 0.03dollar per word for proofreading

**Clients and Translation Agencies:**

|  |  |
| --- | --- |
| East Africa language solution | Mozhi solution |
| DB group | Bylanguages |
| ITC resource Management | Translationgate.com |

**Education**

Bachelor Degree in computer science  
Unity University, Ethiopia, Addis Ababa

**Work Experience**

* Data encoder and editor from 2014 up to present for CSC, Ethiopia, Addis Ababa.
* Freelance Translation, proofreading, editing, Transcribing since 2012.

**Payment method**

**NAME/SURNAME:**Abel Million Alemu

**E-mail address:**abelworld@gmail.com

**Phone no:**251913074921

**BANK WIRE:**

**Bank IBAN/Account:** 1000130190689

**Bank Swift:**CBETETAA

**Bank name:**Commercial Bank of Ethiopia

**Bank Address:**Addis Ababa, Ethiopia

**Online Transfer:Payoneer**