**Kirkos subcity**

**sweetmerryg@gmail.com**

**+251911997826**

**Addis Ababa city**

**Ethiopia**

**Meron Gebregziabher**

Objective:

To gain a freelance transcriptionist and translation position that allows for personal and professional growth.

Transcription and Translation Profile:

Ability to use existing skills to accurately translate, transcribe both audio and video files while following client guidelines. I am reliable, dependant, Good grammar and punctuation skills, deliver the job on schedule

Translation and Transcription Types:

• Interviews
• Demonstrations
• Voice mail messages
• Memorandums
• Meetings

Personal Achievements:

1. **Rafco technologies,** office assistant

• Transcribe memos in a timely manner.
• Create, edit, and distribute office memos.

• Type dictated memos, letters, and notes.
• Create training documents.

2. **Appen online**, translation and transcription

* Transcribe different audio files online.
* Work in large Amharic disambiguation projects.
* Work as **VM checker** and reviser in nine different Amharic disambiguation projects.

**Education:**

**Degree in Computer science /User Support,** Unity University

**Skills:**

Transcription, Translation , Microsoft Windows 7/8/10, Microsoft Office Suite (advanced Excel, Word, PowerPoint, Outlook skills), MS Project, MS Access, IT related jobs, writing jobs , translation and survey jobs.

**Languages Pairs**

-Amharic

-English

-Tigrigna