**Abdirahman Muhudin Osman.**

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**Professional Summary**

Dedicated English-Green Hope University translator with years of experience working in professional and scientific communities. Exceptionally accurate translation skills, including simultaneous translation between all parties during teleconferences and in-person meetings. Diverse translation work including proprietary scientific materials and large-scale executive organization documents. Consistently relied upon for verification and correction of translated materials. Experience teaching other translators through one-on-one mentoring and professional development courses. I am passionate about facilitating productive cross-cultural relationships and have created extensive informational material and coursework to help colleagues understand and develop cultural sensitivity.

**Skills**

Fluent in Somali language, including business vocabulary, and scientific terminology. Experienced with several computer programs, including Microsoft Office, Ace Translator, and HTML, Extremely precise and dedicated. Comfortable with both verbal and written communication, including preparing and giving presentations.

**Work Experience**

**Senior Translator at SKA International Group.**

**2019-present**

Translate written and verbal communications between English and Somali language.

* Serve as on-call translator for teleconferences as required.
* Mentor intern translators, including teaching internal professional development courses and reviewing final project materials.
* Train new hires on company-specific translation standards, including proper handling of proprietary material.
* Provide review and verification of translation work as required, including materials created by third-party translation services.

**Translator at Danish Demining group**

**2014-2019**

* Translated communications between Somali-speaking and English-speaking parties as required.
* Traveled with company executives on foreign trips to serve as translator and executive assistant,
* Completed backlog of written translations and entered information into digital database.
* Authored informational booklet of common phrases and cultural mannerisms to help colleagues during international communications.
* Received Outstanding Employee recognition.

**Translation Intern**

**2012-2014**

* Participated in intensive professional training program translating written and verbal communications.
* Completed final project translating proprietary scientific study materials, including procedures, observations, methodologies, and results.
* Earned perfect score on final project.
* Briefed translated materials to foreign counterparts via video conference.

**Part-Time Receptionist**

**2009-2012**

* Served as front desk attendant, including answering phones, greeting visitors, scheduling meetings, and maintaining front lobby.
* Created new system for filing and delivering time-sensitive documents to employees.
* Helped plan and execute company holiday parties.
* Recognized as Employee of the Month four times.

**Education**

**Green Hope University Certificated Translator in English language**

**June-2009**

**Bachelor of English language and literature in Green Hope University**

**April-2007**

**Hobbies and Interests**

Reading novels, helping others, being role model in the working environment, playing football,