AREAS OF EXPERTISE

*Translating Medical documents*

*E-learning*

*Press release*

*Technology*

PERSONAL SKILLS

*Detail orientated Well organized Friendly*

PERSONAL DET AILS

*Adila Tasfia*

*M: +880-1314914013*

*E:adilatasfia001@gmail.com*

*Nationality: Bangladeshi*

Adila Tasfia

Translator & Proofreader – English To Bengali / Bengali to English

PE RSONAL SUMMARY

A multi-skilled, reliable & talented translator with a proven ability to translate written documents from a source language to a target language. A quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds. Well mannered, articulate & fully aware of diversity & multicultural issues. Flexible in the ability to adapt to challenges when they arise & at the same time remaining aware of professional roles & boundaries.

Would like to work as a translator for a successful and ambitious company that offers great opportunities for career development and progression.

WORK EXPERIENCE

***Freelance***

TRANSLATOR June 2010 - Present

Working as a freelancer providing a translation service to clients where needed. Involved converting documents and articles from one language into another and ensuring that the finished converted articles relay the intended message as clearly as possible.

Have worked with various companies like, Amazon, Duolingo, Crowdin and international firms.

***Duties****:*

Researching legal & technical phraseology to ensure the correct translation is used. Liaising with clients to discuss any unclear points.



Providing guidance & feedback & creating customer -specific style guides.

Revising more junior translators' translations.

Working as a translator for Law firms, charities and local councils. Supporting the translation team with other projects when necessary.

Retrieving articles from newspapers, magazines & the internet & translating them into English.

KEY SKILLS AND COMPETENCIES Familiar with translation software tools.



Excellent communication and social skills. Able to work to tight deadlines.

Highly skilled in Word, Excel and Microsoft Outlook.

Able to prioritize work.

ACADEMIC QUALIFICATIONS

### Jan 2016 – Dec 2020

## Bachelor of Business Administration East West University