



# Alinoor Abdullahi

Translator

## Profile

Highly skilled and experienced Translator with a strong background in translating Documents in English and Somali. Bringing forth an excellent command of these languages, and a track record of impeccable proofreading, editing, and translating. Adept in accurately assessing the context of material, and translating it in an understandable and appropriate way. Highly skilled in Legal Terminology and Processes, helping clients to better understand their rights and position. Bringing forth a positive work ethic and a commitment to efficiency and integrity.

## Employment History

### Translator at Alfa Systems, Nairobi

February 2016 — September 2017

- Provided consultations for clients to assess their project needs and goals.
- Utilized subject matter expertise and Legal Knowledge to offer the most detailed and efficient translations possible.
- Effectively used Translation Software to expedite project delivery and ensure accuracy.
- Consistently adhered to the principles of the Association of Translation Companies.
- Performed in-depth review of texts and made edits and changes where necessary.
- Created presentations for in-person and online viewing purposes.

### Translator Assistant at Link Solution , NAIROBI

October 2017 — December 2020

- Assisted the Head Translator with daily tasks and duties as needed.
- Supported the customer service goals of the courthouse by offering excellent translating assistance.
- Led three way telephone calls when necessary and translated pertinent information to each party.
- Provided quality control over documents as required.

## Education

### Bachelor of Linguistics, University of Nairobi

January 2014 — December 2015

## Details

0722940333

[calinurmohd@gmail.com](mailto:calinurmohd@gmail.com)

## Links

[LinkedIn](#)

## Skills

Excellent Oral and Written Communication Skills

Time Management Skills

Knowledge of Legal Terminology and Processes

Client Confidentiality

Translation Software

Interpretation Skills

## Languages

English

Somali