

CHARLES OTIENO

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Skills Summary

Localization research

Editing skills

Audio and video Transcribing

Audio translations

Education

Diploma in purchasing and supply chain management 05/2014-Now
University of Nairobi

Experience

Casting words.

Transcriptionist 03/2018-Now

Appen

Translator 09/2020-Now

Upwork

Translator, transcriptionist, writer.

RESPONSIBILITIES

1. Reading materials and researching industry terminology.
2. Converting text and audio recording to one language.
3. Ensuring translated text conveys original meaning and tone.
4. Reviewing and editing Transcriptions done by software

SELF-EVALUATION

Proactive transcriptionist/translator in both English and Swahili. With experience of 2years overseeing accurate and efficient performance of daily tasks.

A motivated freelancer with an exemplary communication, exception writing skills and an enforcer of company policies.