Charlie Aiden

LINGUISTICS EXPERT

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Profile Summary

I have developed a strong proficiency in the English, German and French languages and possess extensive experience in providing accurate and appropriate culturally translations. With a keen eye for detail and a deep understanding of the nuances of the English, German and French languages, I strive to deliver high-quality translations that effectively convey the intended meaning and tone.

Skill Highlights

* Bilingual Proficiency
* Proofreading and Editing abilities
* Proficiency in translation software and CAT tools
* Translation Techniques
* Teamwork and Planning
* Motivation
* Collaboration
* Technical terminology and vocabulary
* SDL Trados Studio and XTM
* Task prioritization
* Problem Solving
* Cultural knowledge and understaning of cultural nuances
* Time Management

Work Experience

***Globe Translation Company***

***Translator***  **2022 – 2024**

* Translated a wide range of medical documents, including medical records, research papers, and patient information materials, from German and French to English.
* Ensured accuracy and cultural sensitivity in all translations.
* Collaborated with healthcare professionals to ensure accuracy and context in translations.
* Conducted regular quality assurance checks to guarantee the highest standards of translation quality.
* Maintained a comprehensive glossary of medical terminology and updated it regularly to enhance translation quality.
* Utilized translation memory software and machine translation tools to improve efficiency and consistency.
* Translated patient-facing materials such as consent forms, discharge instructions, and medication labels, enhancing patient understanding and engagement.

#### **ALTA Language Services, Germany**

#### **Legal Translator 2016 – 2020**

* Utilized translation tools and software to enhance productivity and maintain consistency in terminology.
* Fostered effective communication and collaboration with clients and proofreaders to refine translations and meet client expectations.
* Built and maintained a strong network of legal experts and subject matter specialists to ensure accurate translation of specialized legal content.
* Translated legal documents such as contracts, patents, immigration documents, and deposition transcripts from German to English.
* Offered cross-cultural insights to assist team in striving towards internationalization.
* Ensure precise rendering of legal documents.
* Conducted thorough legal proofreading and editing to ensure the final translations met the highest standards of precision and clarity.
* Consider cultural nuances in translations.
* Understand concepts in both languages.

***Global Communications Agency***

***Senior Translator 2021– 2022***

* Collaboration and valuable feedback throughout the process
* Proofread work of other translators to confirm proper grammar, correct spelling, and sentence structure.
* Consulted reference texts to choose the best-fitting word to deliver a clear, accurate message in translated text.
* Communicated with clients quickly and understandably by using hand gestures and dialect.
* Extensive experience working with public sector clients.
* Proficient in media monitoring tools and data analysis.
* Expertise in crisis management and strategic communication.
* Multilingual capabilities for broader audience reach.

***Upwork***

 ***Freelancer, Translator 2022***

* Strong commitment to data privacy compliance
* Proactive in providing real-time alerts and customized reports
* Contributed to informed decision-making and effective public engagement
* Built a strong portfolio of satisfied clients and maintained positive feedback and ratings on freelance platforms.
* Developed a deep understanding of the cultural nuances and linguistic subtleties of both source and target languages.
* Worked as a freelance translator, providing translation services to diverse clients across various industries.
* Looking for experts in German and French to help train chatbots
* Conducted thorough research to ensure accurate and contextually appropriate translations, especially in specialized fields.
* Proofread and edited translated documents to maintain the highest standards of quality and linguistic accuracy.
* Adapted to tight deadlines and managed multiple projects simultaneously.
* Ensured that the translated text maintained the author’s voice and style while being culturally relevant and grammatically correct in English.
* Worked closely with authors and publishers to achieve the highest level of satisfaction with the translated content.
* Assisted in the proofreading and finalization of manuscripts for publication.

Education Experience

##### ***Kaiserslautern High School, Germany******2006-2010***

##### *High School Diploma*

##### *Graduated with Distinction*

##### ***Freie Universität, Berlin*** ***2011-2015***

##### *Masters of Arts, English & Communication*

##### *Graduated with Honors*

##### ***University of California, Los Angeles (UCLA), USA******2016-2019***

##### *Masters of Arts (MA), English Language studies*

**Languages**

* English
* German
* French

Certifications

##### **Certified Translator**

##### Provider: American Translators Association (ATA) -Issued: May 2016

**Google Professional Certified :**

 Google Project Management Professional Certificate