

GIRMAYE TESHOME

teshomegirmaye@gmail.com

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Ethiopia, Addis Ababa

Feb 13, 2023

Dear Madam/Sir:

I'm writing to inquire about any freelance translation jobs that you may have available. I am a native Amharic speaker and I have extensive experience translating documents from English to Amharic, as well as a solid understanding of the cultures of both.

My experience in translation spans more than 3 years, having worked with a range of international and local clients and organizations. During this time, I have translated legal documents, medical records, business plans, and marketing campaigns and so on. My clients have been satisfied with the accuracy and attention to detail that I bring to each project. I have a varied skillset and I am proficient in both Amharic and English. I have a deep understanding of the nuances of language and am able to accurately convey the same meaning in different languages. I'm also familiar and well trained with a variety of software tools such as SDL Trados and Memsource to assist with the translation process.

I work quickly and efficiently, and am comfortable with tight deadlines. I am also highly organized, which helps me to stay on top of my work. I am a fast learner who is always eager to learn something new and am confident that I can quickly adapt to any new project or task.

I am excited to bring my skills and experience to the table and look forward to the opportunity of working with you. Please feel free to contact me if you have any questions or would like more information.

Sincerely,



Girmaye Teshome Hailu

GIRMAYE TESHOME HAILU

F R E E L A N C E T R A N S L A T O R



PROFILE

+251-911-712742

teshomegirmaye@gmail.com

Ethiopia, Addis Ababa, Lemi Kura
Sub-city, Woreda 9

I am passionate about helping people communicate effectively. I specialize in translating from English to Amharic and the vice versa. I'm dedicated to providing accurate translations, paying careful attention to detail and always delivering on time. I'm experienced in providing accurate and reliable translations in a variety of settings. My experience and expertise make me an ideal choice for any translation project. I'm committed to providing top-quality results that meet my clients' needs.

SKILLS

- Amharic and English Language fluency
- Research Skill
- Cultural Knowledge
- Strong Command of SDL Trados, Word Fast, MS Office, Adobe PDF
- Problem-Solving
- Organization
- Strong Communication

EXPERIENCE

ALL LOCATRANS

Freelance Translator

2021 - Present

- English-to-Amharic Translation, Proofreading, Transcription and Localization
- Handled more than 140 Projects (200,000+ words)
- Writing summaries and reviews of translated material
- Working with clients to ensure accuracy and quality of translations

ETHIO TRANSLOC

Freelance translator

2021 - Present

- English-to-Amharic Translation, Proofreading and Transcription
- Jointly handled a translation Project (Addis Ababa City Resilience Strategy document with 100,000+ words)

TRANSLADIEM

Freelance translator

July 2021 (one project)

- English-to-Amharic Translation and Subtitle Project

EDUCATION

MSC. DEGREE

Addis Ababa University

2009 - 2011

BACHELOR DEGREE

Mekelle University

2001 - 2005

TRAINING

- Basic Translator Training
(By TWB, Feb 2023)
- Introduction to Machine Translation and Post editing
(By TWB, Feb 2023)
- Introduction to Humanitarian Translation (By TWB, Feb 2023)

PERSONAL SKILL

- Understanding of cultural nuances, grammar, and syntax
- Ability to interpret and accurately translate between English and Amharic languages
- Ability to research and find alternative translations
- Good time management and organizational skills
- Knowledge of different software and technology used for translation
- Ability to meet deadlines and manage multiple projects
- Attention to detail and accuracy in translations
- Ability to clearly explain technical and complex concepts
- Creative problem-solving skills

FEATURED PROJECT

- Addis Ababa City Resilience Strategy Translation Project (From English to Amharic)
Sponsored By 100RC, Rockefeller Foundation
The documents Can be found at
<https://www.resilientaddis.org/resources/documents-and-reports/>

REFERENCES

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All Locatrans

Egypt - Saudi Arabia - United Arab Emirates

Date: June 24, 2022

To Whom It May Concern:

It gives me great pleasure to write this letter of recommendation for Mr. Girmaye Teshome, for the exceptional quality of his work as a freelance translator of English to Amharic language pairs. He has been assigned on translation projects for our organization charged with handling some of our major clients.

As we have worked with him on more than 100 different projects, I assure you he is the best in handling assigned projects. He possesses a unique combination of intellectual acumen, attention to detail, and passion for linguistic issues and he can be completely trusted to handle any form of English-Amharic translation, proofreading, and transcribing jobs. Moreover, he has all the required skill and expertise for being an excellent freelance translator.

While he is vigorous and meticulous in insisting on exact meanings for words, in both languages. He also understands that words are, at best, symbols for expression. Thus, he is capable of more than literal transposing from English to Amharic and vice versa.

If you want more details about him, you can contact me through office number or email address. I will be always there to help you with all clarification. you may reach him by sending an email to the (email address). He must respond to you right away.

Thank you

Sincerely, Abdelkader Gamal

Project Manager at



All Locatrans

"Your Multilingual Service Provider"

Egypt - Saudi Arabia - United Arab Emirates

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February 9, 2023

This is to certify that

Girmaye Teshome Hailu

has successfully completed the course

**Basic Translator Training
Path 1, Module 1**



**Translators
without Borders**

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Girmaye Teshome Hailu

has successfully completed the course

**Introduction to Machine Translation
and Post Editing**



**Translators
without Borders**