









Giulbas Kazimova

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SKILLS

- Adaptability
- Attention to detail
- Communication
- Creativity
- Interpersonal skills
- Leadership
- Problem-solving
- Teamwork
- Time management
- Work ethic
- Content review
- Research and data analysis
- Email (mail merge, filters, folders, rules)
- Database Management (MS Access, Oracle, Teradata, IBM DB2, MySQL, SQL)
- CAT Tools (Trados Studio, memoQ, SmartCat, MateCat, SmartLing, etc.)
- Google Drive (Docs, Sheets, Slides, Forms)
- Graphics (Photoshop, Illustrator, InDesign, Acrobat, Corel Draw, HTML/CSS)
- MS Office (Word, Excel, Outlook, PowerPoint, OneNote, Access)

PROFESSIONAL SUMMARY

As a dedicated translator, have a passion for languages and a strong commitment to providing precise and culturally aware translations. With seven years of experience translating English, Azerbaijani, Turkish, Russian, Georgian, Spanish, and German, have satisfactorily assisted clients in various industries.

WORK HISTORY

Internal Translator & Editor 11/2019 - Current
Global Translations LLC - Baku, Azerbaijan

- Collaborated with diverse translators and project managers to provide accurate and timely translations for various documents, including contracts, reports, correspondence, and marketing materials.
- Translated documents from source to target language, ensuring clarity, coherence, and cultural appropriateness in final deliverables.
- Conducted thorough research and utilized specialized dictionaries, glossaries, and online resources to ensure accuracy and consistency in terminology.
- Assisted in coordinating and managing multilingual projects, working closely with clients and internal stakeholders to establish project goals, timelines, and deliverables.
- Proofread and edited translations for grammar, spelling, punctuation, and formatting to ensure high-quality outputs.
- Utilized translation memory tools and CAT (Computer-Assisted Translation) software to enhance productivity, maintain consistency, and build a comprehensive translation database. Communicated effectively with clients to clarify requirements, address inquiries, and manage feedback, ensuring client satisfaction and fostering long-term relationships.
- Prioritized tasks, managed multiple projects simultaneously, and met tight deadlines in a fast-paced, deadline-driven environment. Maintained strict confidentiality and adhere to professional and ethical standards, ensuring the security and privacy of sensitive information.
- Actively participated in professional development opportunities, including attending industry conferences and workshops, to stay updated on the latest translation techniques and industry trends.

Translator & Editor 06/2021 - Current
Smartcat - Remote

- Worked as a translator and editor at Smartcat, a leading translation technology platform specializing in language services and solutions.
- Translated a wide range of content, including documents, websites, marketing materials, and technical texts, from [source language] to [target language], ensuring accuracy, fluency, and adherence to client requirements.
- Edited and proofread translations to ensure grammatical correctness, linguistic coherence, and adherence to style guidelines, maintaining high-quality standards for all deliverables.

- Presentations/Slideshows (PowerPoint, Google Slides, OpenOffice Impress, Tableau)
- Social Media (Facebook, Twitter, Instagram)
- Spreadsheets (Excel, Google Sheets, OpenOffice Calc)

ABOUT

I am an experienced translator with a passion for languages and a solid commitment to delivering accurate and culturally sensitive translations. With seven years of expertise in translating English, Azerbaijani, Turkish, Russian, Georgian, Spanish, and German languages, I have successfully served clients across various industries.

LANGUAGES

Azerbaijani

Native

English

Fluent

Turkish

Fluent

Russian

Intermediate

Georgian

Intermediate

Spanish

Intermediate

- Utilized the Smartcat translation platform and other CAT (Computer-Assisted Translation) tools to enhance productivity, consistency, and collaboration with clients and fellow translators.
- Collaborated closely with project managers, clients, and other stakeholders to understand project requirements, address queries, and incorporate feedback, ensuring client satisfaction and project success.
- Conducted research to ensure accurate understanding and translation of specialized terminology, industry-specific jargon, and cultural nuances, maintaining highlinguistic precision.
- Adapted translations to target audiences, considering cultural preferences, regional variations, and localization requirements to ensure optimal communication effectiveness.
- Demonstrated proficiency in managing multiple projects simultaneously, prioritizing tasks, and meeting project deadlines in a fast-paced and deadline-driven environment.
- Maintained strict confidentiality and adhere to professional and ethical standards, respecting the confidentiality and privacy of sensitive information.
- Actively engaged in continuous professional development, keeping up-to-date with industry trends, translation technologies, and best practices to deliver high-quality translations and editorial services.

Transcriber

01/2023 - Current

Appen - Beijing, China

- Served as a transcriber at Appen, a global leader in providing high-quality data for machine learning and artificial intelligence projects.
- Transcribed audio and video recordings, converting spoken content into written format accurately and efficiently.
- Utilized transcription guidelines and tools provided by Appen to ensure consistent and accurate transcription outputs.
- Demonstrated proficiency in listening comprehension and attention to detail, accurately capturing spoken words, dialogue, and other audio elements.
- Employed excellent command of Azerbaijani language and strong linguistic skills to transcribe a wide range of accents, dialects, and speech patterns.
- Adapted to different subject matters, including interviews, focus groups, market research, and other types of audio content.
- Utilized specialized software and tools to enhance productivity, optimize workflow, and meet project deadlines.
- Collaborated with project managers and team members to address project-specific requirements, provide regular updates, and incorporate feedback.
- Adhered to strict quality control and data privacy guidelines, ensuring the confidentiality and security of sensitive information.
- Demonstrated flexibility and adaptability in managing varying workloads, effectively prioritizing tasks, and meeting transcription targets.
- Actively engaged in professional development opportunities, staying updated on transcription industry trends, technologies, and best practices.

Translator

09/2021 - 09/2022

KHAN Academy, Baku, Azerbaijan - Baku, Azerbaijan

- Collaborated with the Khan Academy team as a translator, specializing in translating historical texts from English to Azerbaijani.
- Translated a wide range of educational content, including articles, lessons, and video scripts, focusing on historical topics, ensuring accuracy and maintaining the educational integrity of the materials.

- Conducted extensive research to ensure accurate translations, incorporating historical context and cultural nuances to provide a comprehensive learning experience for the target audience.
- Applied linguistic and translation skills to adapt complex historical concepts into explicit, engaging content suitable for learners of various ages and backgrounds.
- Utilized effective communication and collaboration with the Khan Academy team, providing regular updates, addressing queries, and incorporating feedback to improve the quality of translations.
- Adhered to project timelines and delivered translations within agreed-upon deadlines, demonstrating strong time management and organizational skills.
- Collaborated with subject matter experts to clarify content and resolve any ambiguities in the source text, ensuring the accuracy and relevance of translated materials.
- Engaged in the localization process, adapting translations to the cultural and educational requirements of the target language and region.
- Implemented quality assurance measures, proofreading and editing translated content to ensure grammatical accuracy, clarity, and consistency.
- Contributed to improving and developing translation guidelines and resources, sharing knowledge and best practices to enhance translation processes.

Translator & Editor

02/2019 - 11/2019

SHAMS Translation Center - Baku, Azerbaijan

- Served as a translator at SHAMS Translation Center, a subsidiary of ASAN Service, a leading government service provider.
- Translated a wide range of official documents, including legal, administrative, and technical materials.
- Collaborated closely with various government departments and agencies to ensure accurate and timely translation of important documents and communications.
- Conducted thorough research to ensure precise translation of specialized terminology and complex concepts, maintaining consistency and quality throughout the translations.
- Assisted in interpreting during meetings, conferences, and official events, facilitating effective communication between speakers of different languages.
- Participated in the localization of government service platforms and websites, adapting content to the target language and culture to enhance user experience.
- Worked closely with cross-functional teams, including project managers, subject matter experts, and IT professionals, to support the implementation of multilingual projects.
- Actively engaged in terminology management, creating and maintaining glossaries and translation memories to ensure consistency across projects and future reference.
- Demonstrated a strong understanding of governmental protocols, confidentiality requirements, and ethical standards, upholding the integrity and security of sensitive information.
- Contributed to developing and improving translation processes and workflows, suggesting enhancements and best practices to optimize efficiency and accuracy.
- Managed multiple translation assignments simultaneously, prioritizing tasks and meeting strict deadlines in a fast-paced environment.

Translator

09/2015 - Current

Freelance - Remote

I have worked with a talented and diverse group of colleagues for seven years as a freelance translator. Collaborating with fellow translators, proofreaders, and editors has enriched my understanding of the translation process and fostered a collaborative and supportive work environment.

During my freelance career, I have had the pleasure of collaborating with exceptional professionals in the translation industry. Some of my esteemed co-workers include Pollion, Saylor, Bromberg & Associates, Linearis Translations Ltd., INLINGO - Gamedev Outsourcing Studio, Cover Genius, Tongues Translation Services, Leon, etc.

EDUCATION

Diploma of Higher Education: Translation, 09/2015 – 06/2019

Baku Slavic University – Baku, Azerbaijan

While at the Faculty of Translation, I acquired a solid foundation in language studies and translation theory. The comprehensive curriculum gave me a deep understanding of the principles and techniques involved in the translation process. I gained proficiency in translating various texts, including literary, technical, legal, and business documents. Throughout my studies, I honed my linguistic skills and developed a keen eye for detail, enabling me to produce accurate and high-quality translations. I also learned to effectively utilize various translation tools and software to enhance productivity and maintain consistency in my work.

I actively participated in extracurricular activities, such as translation workshops and conferences, which provided valuable opportunities to network with industry professionals and stay updated on the latest advancements in the field.

My education at the Faculty of Translation equipped me with the necessary skills and knowledge to excel as a translator and instilled in me a passion for bridging linguistic and cultural gaps. I am eager to leverage my education and skills to contribute to a dynamic and challenging translation role within a reputable organization.

Overall, my academic journey at the Faculty of Translation has been instrumental in shaping me into a capable and dedicated translator, ready to make a meaningful impact in language services.

CERTIFICATIONS

- Business Fundamentals: How to Start a Business (Udemy)
- Master the Art of Writing Fascinating Copy for Persuasion (Udemy)
- Digital Marketing Course for Fitness Professionals (Udemy)
- Google Analytics Certification. How to Pass the Exam (Udemy)
- Leadership - Leading a Community (Udemy)
- Online Authentic and Effective Communication (Udemy)
- Postgraduate Executive Diploma: Marketing Management (Udemy)
- Project management in memoQWeb - Advanced (memoQ)
- Social Media Marketing Strategy 2023: Launch Your SMM! (Udemy)
- Social Media Marketing on Autopilot with Missingletr (Udemy)
- The Complete Resilience Course - Master Emotional Resiliency (Udemy)
- memoQ translator pro course - Basics (memoQ)
- 5 Strategies for Managing Scope (RISE)
- Introducing Homer's Iliad (The Open University)
- Workplace Communication Basics (RISE)
- Becoming an ethical researcher (The Open University)
- Android App Development: Localization and Internationalization (Linkedin Learning)

- Building an Audience on Instagram for Creators (Linkedin Learning)
- Editing and Proofreading Made Simple (Project Management Institute)
- LinkedIn Premium Quick Tips (Linkedin Learning)
- Localization for Developers (Linkedin Learning)
- Microsoft Certifications: Exams, Paths, Certifications, and Resources (Linkedin Learning)
- Speaking Confidently and Effectively (Linkedin Learning)
- Time Management: Working from Home (National Association of State Boards of Accountancy)
- What is Graphic Design? (Linkedin Learning)
- Introduction to Ethical Hacking (Great Learning)
- Creating Memorable Visual Presentations (Visme)
- Why study languages? (The Open University)
- Microsoft Advertising Certification (Microsoft)
- English grammar in context (The Open University)
- AutoCAD for beginners by CAD CAM Tutorials (Cursa)
- Getting started with Spanish 1 (The Open University)
- Translation as a career (The Open University)
- Working with Translation (Cardiff University / Prifysgol Caerdydd)
- Easy Way to Technical Writing (Stepik)
- Growth mindset (Khan Academy)
- Master Excel MARCOS & VBA in ONLY 1 HOUR! (MyExcelOnline)
- Spanish by CultureAlley (Cursa)
- Talks and interviews (Khan Academy)
- Business English course by BED (Cursa)
- English Language and Literature (Alison)
- English lessons by Sonia (Cursa)
- Future Skills I (Edapt)
- Sign Language (Global Enstitü)
- The Fundamentals of Digital Marketing (Google Digital Garage)
- Google Analytics for Power Users (Google Analytics for Business)
- English Language (Global Enstitü)
- Microsoft Office Specialist Master Certification (MOS) (Global Enstitü)
- Russian Language (IENSTITU)
- Content Marketing (HubSpot Academy)
- Advanced Google Analytics (Google Analytics for Business)
- Google Analytics for Beginners (Google Analytics for Business)
- Certificate of Achievement (Global Transaltions LLC)
- Certificate of Achievement (Shams Translation Centre)
- Certificate of Achievement (Baku Slavic University)

HOBBIES

- Art Blogging
- Learning
- Languages
- Volunteering and community involvement
- Marketing
- Photography
- Reading
- Listening to music
- Writing
- Yoga