

# IBRAHIM SHITTU

## FREELANCE TRANSLATOR

### CONTACT

- +1(815)-5711-985
- shittuibrahimtunde@gmail.com
- 1162 Twin Oaks Drive, Grand Rapids, Michigan

### SKILLS

- Fluent in English, German, and Japanese
- Cross-Cultural Communication
- Language Proficiency Assessment
- Research and Analysis
- Subject Matter Expertise
- Communication
- Client Relationship Management
- Proofreading and Editing
- CAT Tools (Computer-Assisted Translation)

### EDUCATION

#### Institute of Linguistics and Translation

Bachelor's Degree in Translation Studies 2008-2012  
Translation Studies

#### New Dawn University

Master's Degree in Translation Studies 2013-2015  
Linguistics

### LANGUAGES

English

German

Japanese

### PROFILE

Driven by a relentless passion for language and a deep understanding of cultural nuances, I am a versatile freelance translator fluent in English, Japanese, and German. My meticulous attention to detail ensures that every translation I deliver is not just accurate, but resonates authentically with its intended audience. Whether translating complex technical documents or capturing the subtle nuances of literary works, I take pride in exceeding client expectations and delivering linguistic excellence that truly connects across borders and cultures.

### WORK EXPERIENCE

#### Freelance Translator

LinguiTech & Solutions 2011-2013

- Translate a wide range of documents, including legal contracts, medical reports, technical manuals, and literary works, from English to German and vice versa. Ensure accuracy, clarity, and cultural sensitivity in all translations by conducting thorough research and consulting subject-matter experts when necessary.
- Collaborate closely with clients to understand their specific requirements and preferences, tailoring translations to meet their needs.
- Manage multiple projects simultaneously, using effective time management and organizational skills to prioritize tasks and meet tight deadlines without compromising quality.
- Utilize computer-assisted translation (CAT) tools and software, such as SDL Trados Studio, to enhance productivity, consistency, and efficiency in translations.
- Build and maintain strong relationships with clients by providing high-quality translations, excellent communication, and reliable service, resulting in repeat business and referrals.
- Handle confidential information with discretion and maintain client confidentiality agreements.

#### Freelance Translator

TransPerfect 2012-2015

- Translate diverse texts, ranging from literary works like novels and poetry to technical documents, between English and Japanese, ensuring precision, coherence, and cultural appropriateness.
- Collaborate with authors and publishers to preserve the authorial voice and cultural nuances of the original text, providing a faithful and engaging translation.
- Conduct thorough research on specialized topics to ensure accurate and contextually appropriate translations.
- Specialize in literary translation, with a focus on maintaining the aesthetic and emotional qualities of the original work.
- Successfully complete Machine Translation Post Editing (MTPE) tasks, refining machine-generated translations to meet high-quality standards.
- Manage project timelines and priorities effectively, delivering translations on time and within budget.
- Maintain open communication with clients to clarify project requirements, address feedback, and ensure client satisfaction.

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### EXPERTISE

#### Translation:

Specializing in translating diverse texts, including literary works, technical documents, legal papers, and medical reports, with a focus on accuracy, cultural sensitivity, and preserving the original meaning and tone.

#### Proofreading and Editing:

Expert in proofreading and editing translated texts to ensure grammatical accuracy, coherence, and adherence to style guidelines, enhancing the final product's quality and readability.

#### MTPE Post Editing:

Proficient in Machine Translation Post Editing (MTPE), refining machine-generated translations for improved fluency, coherence, and overall quality to meet professional standards.

#### Copywriting:

Skilled in creating compelling written content for advertisements, marketing materials, and website content, ensuring clarity, accuracy, and adherence to brand guidelines.

#### AI Training:

Experienced in training AI models for language processing tasks, including machine translation and natural language understanding, to enhance translation quality and performance.

#### Project Management:

Strong project management skills, overseeing translation projects from start to finish, ensuring deadlines are met, resources are allocated efficiently, and quality standards are maintained.

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### WORK EXPERIENCE

#### Freelance Translator, Proofreader & Editor

Tech Globe 2015-2016

- Translate a variety of documents, including legal contracts, medical reports, technical manuals, and literary works, from English to Spanish and vice versa, ensuring accuracy, clarity, and cultural sensitivity.
- Proofread and edit translated texts to ensure grammatical accuracy, coherence, and adherence to style guidelines, enhancing the final product's quality and readability.
- Collaborate with authors and publishers to preserve the authorial voice and cultural nuances of the original text, providing a faithful and engaging translation.
- Manage multiple projects simultaneously, using effective time management and organizational skills to prioritize tasks and meet tight deadlines without compromising quality.
- Utilize computer-assisted translation (CAT) tools and software, such as MemoQ and SDL Trados Studio, to enhance productivity, consistency, and efficiency in translations.
- Build and maintain strong relationships with clients by providing high-quality translations, excellent communication, and reliable service, resulting in repeat business and referrals.

#### Translator (MTPE Post-Editing)

Flitto Language Solution 2023 Till Date

- Translate various texts, including technical, legal, and literary documents, from English to Spanish and vice versa.
- Perform Machine Translation Post Editing (MTPE) to refine machine-generated translations for improved fluency, coherence, and accuracy.
- Ensure that the final product meets professional standards and maintains the original meaning and tone of the source text.
- Collaborate with machine translation developers to provide feedback and suggestions for improving machine translation algorithms.
- Utilize computer-assisted translation (CAT) tools and software to enhance productivity and consistency in translations.
- Manage translation projects efficiently, including coordinating with clients, prioritizing tasks, and meeting deadlines to deliver high-quality translations.
- Continuously update knowledge of language trends, cultural nuances, and industry developments to enhance translation skills and deliver superior results.

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### MTPE Post Editing:

Proficient in Machine Translation Post Editing (MTPE), refining machine-generated translations for improved fluency, coherence, and overall quality to meet professional standards.

### Copywriting:

Skilled in creating compelling written content for advertisements, marketing materials, and website content, ensuring clarity, accuracy, and adherence to brand guidelines.

### AI Training:

Experienced in training AI models for language processing tasks, including machine translation and natural language understanding, to enhance translation quality and performance.

### Project Management:

Strong project management skills, overseeing translation projects from start to finish, ensuring deadlines are met, resources are allocated efficiently, and quality standards are maintained.

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## WORK EXPERIENCE

### Freelance Translator

Translated 2022 Till Date

- Successfully completed numerous translation projects across various industries, including legal, medical, technical, and literary fields, delivering high-quality translations that meet or exceed client expectations.
- Managed a wide range of document types, from contracts and reports to marketing materials and websites, ensuring accuracy, coherence, and cultural relevance in every translation.
- Collaborated with clients to understand their specific needs and preferences, adapting translation styles and approaches accordingly to achieve optimal results.
- Utilized a variety of translation tools and software to enhance productivity and consistency, resulting in efficient project completion and client satisfaction.
- Demonstrated exceptional attention to detail and linguistic expertise in every project, earning a reputation for delivering accurate and polished translations on time and within budget.
- Maintained strong relationships with clients by providing excellent communication, reliable service, and consistently high-quality translations, resulting in repeat business and referrals.
- Utilize computer-assisted translation (CAT) tools and software to enhance productivity and consistency in translations.

### Freelance Translator

Upwork 2013 Till Date

- Translate a variety of documents, including legal, medical, technical, and literary texts, for clients on the Upwork platform, ensuring accuracy, coherence, and cultural sensitivity.
- Manage translation projects independently, from initial client contact to final delivery, ensuring deadlines are met and client expectations are exceeded.
- Collaborate with clients to understand their specific needs and preferences, providing customized translation services to meet their requirements.
- Utilize Upwork's communication tools and project management features to maintain clear and efficient communication with clients, ensuring smooth project workflow.
- Receive consistently positive feedback from clients for high-quality translations, attention to detail, and reliable service, resulting in a strong reputation and high client satisfaction ratings.
- Continuously improve translation skills and stay updated with industry trends by participating in Upwork's professional development resources and training opportunities.

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FREELANCE TRANSLATOR

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TO WHOM IT MAY CONCERN,

I am writing to express my keen interest in the translator position with your esteemed organization. With a rich background in translating various texts, including literary masterpieces, technical documents, legal papers, and intricate medical reports, I bring a wealth of experience and expertise to the table.

My commitment to delivering top-notch translations is unwavering. I pride myself on not just meeting but exceeding client expectations by ensuring accuracy, coherence, and cultural sensitivity in every project I undertake. Whether it's preserving the nuanced voice of a novelist or accurately conveying complex technical jargon, I approach each task with meticulous attention to detail and unwavering dedication to linguistic excellence.

What sets me apart is my ability to truly connect with the target audience through my translations. I believe that effective communication goes beyond mere words; it's about capturing the essence and emotion of the original text and conveying it seamlessly in the target language. With a profound understanding of cultural nuances and a knack for storytelling, I strive to deliver translations that resonate deeply with readers.

My track record speaks volumes about my capabilities. I have successfully completed numerous projects, earning accolades from clients for my professionalism, reliability, and exceptional quality of work. Moreover, my proactive approach to staying abreast of industry trends and technological advancements ensures that I remain at the forefront of the translation field.

I am confident that my unique blend of skills, experience, and passion make me an ideal candidate for this position. I am eager to contribute my expertise to your esteemed organization and play a pivotal role in delivering outstanding translation services.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team further

SINCERELY,



IBRAHIM SHITTU

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