JAMES AKANO

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ABOUT ME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dedicated and results-oriented professional with over 7 years of experience in content writing, specializing in producing compelling and impactful content across various platforms. Proficient in conducting extensive research, crafting engaging blog posts and articles, and optimizing copy for SEO. Adept at communication, both virtual and interpersonal, and excels in collaborative team environments while demonstrating the ability to work autonomously. Skilled in maintaining accuracy, linguistic nuance, and cultural sensitivity. Seeking to leverage linguistic expertise and creative writing skills to contribute to in delivering outstanding multilingual content.

SKILLS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TRANSLATION SKILLS

* Expertise in translating various types of documents, including legal contracts, marketing materials, literary works, and academic papers, from English to German and vice versa.
* Proficiency in using Computer-Assisted Translation (CAT) tools such as SDL Trados, MemoQ, XTM, Memsource, Wordfast, and others to enhance translation efficiency and consistency.
* Familiarity with localization processes to adapt content for specific target audiences and regions.

WRITING SKILLS

* Ability to write engaging, SEO-friendly content in both German and English for websites, blogs, social media platforms, press releases, and marketing campaigns.
* Experience with content management systems (CMS) such as WordPress, Joomla, and Drupal for content publishing and management.

EDITING AND PROOFREADING

* Attention to detail in identifying and correcting grammatical errors, spelling mistakes, punctuation inconsistencies, and typographical issues.
* Proficiency in editing and proofreading translated content and original writing to ensure accuracy, coherence, and adherence to style guidelines.

RESEARCH AND TERMINOLOGY MANAGEMENT

* Skilled in conducting thorough research to gather relevant information and verify terminology accuracy in specialized fields such as technology, healthcare, legal, finance, and more.
* Ability to create and maintain glossaries, style guides, and terminology databases to ensure consistency across translations and content projects.

COMMUNICATION AND COLLABORATION

* Excellent verbal and written communication skills for effective collaboration with clients, colleagues, and subject matter experts.
* Experience in working in multicultural teams and adapting communication styles to accommodate diverse perspectives and cultural nuances.

TIME MANAGEMENT AND MULTITASKING

* Strong organizational skills to prioritize tasks, meet deadlines, and handle multiple projects simultaneously without compromising quality.
* Ability to work efficiently under pressure in fast-paced environments while maintaining high standards of work.

SEO AND DIGITAL MARKETING KNOWLEDGE

* Understanding of Search Engine Optimization (SEO) principles and best practices to optimize content for search engines and improve online visibility.
* Familiarity with keyword research, Meta tags, alt text, and other SEO strategies to enhance content performance and engagement metrics.

ANALYTICAL AND PROBLEM-SOLVING SKILLS

* Ability to analyze complex texts, identify linguistic challenges, and develop creative solutions to convey intended meanings accurately.
* Strong critical thinking skills to evaluate content effectiveness, identify areas for improvement, and propose innovative ideas for content development and localization strategies.

ADAPTABILITY AND CONTINUOUS LEARNING

* Willingness to adapt to evolving language trends, industry standards, and client preferences to deliver relevant and up-to-date translations and content.
* Commitment to continuous learning and professional development through workshops, training programs, and networking events in the translation and content writing fields.

TEAMWORK AND LEADERSHIP

* Experience in collaborating with cross-functional teams, including translators, editors, designers, and project managers, to achieve project goals and deliver high-quality outcomes.
* Demonstrated leadership skills in mentoring junior translators, managing translation projects, and providing guidance on linguistic and cultural nuances.

CULTURAL SENSITIVITY AND DIVERSITY AWARENESS

* Sensitivity to cultural differences and diversity considerations in language usage, imagery, symbolism, and tone in translations and content creation.
* Ability to adapt communication styles and messaging strategies to resonate with diverse audiences and avoid cultural misunderstandings or offense.

TECHNICAL PROFICIENCY

* Proficient in using Microsoft Office Suite (Word, Excel, PowerPoint) for document creation, formatting, and data analysis.
* Familiarity with content creation tools, graphic design software, and project management platforms to support content development and collaboration workflows.

LANGUAGES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* English
* German

WORK EXPERIENCE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FREELANCING CONTENT WRITER AND TRANSLATOR

Self-Employed

2022 – Present

I specialize in overseeing translation, content creation, and other linguistic projects from inception to completion. My role involves developing project plans, coordinating with clients and team members, and ensuring the delivery of high-quality results within set timelines and budgets. With a focus on clear communication, efficient workflow management, and quality assurance, I strive to exceed client expectations and drive successful project outcomes.

RESPONSIBILITIES

* Coordinated and managed translation and content creation projects for a diverse range of clients, ensuring timely delivery and high-quality results.
* Developed project plans, timelines, and budgets, aligning resources and tasks to meet client expectations and project goals.
* Communicated with clients to gather project requirements, provide updates, and address any issues or concerns promptly.
* Managed a team of freelance translators, content writers, and editors, providing guidance, support, and feedback to ensure consistent quality and performance.
* Implemented and maintained project management tools and software to track progress, manage workflows, and facilitate collaboration.
* Conducted quality assurance reviews on completed translations and content to ensure accuracy, coherence, and adherence to client specifications.
* Organized and led project meetings, coordinating efforts between clients, team members, and other stakeholders.
* Managed project risks and issues, developing contingency plans and solutions to mitigate potential impacts on project timelines and outcomes.

ACHIEVEMENTS

* Successfully managed several projects with varying scopes and complexities, consistently delivering on time and within budget.
* Improved client satisfaction through effective project management and clear, proactive communication.
* Implemented a streamlined project management process that reduced project turnaround times.
* Coordinated a major localization project for a global e-commerce company, resulting in a seamless launch in multiple language markets.
* Built a network of reliable and skilled freelance professionals, enhancing the quality and scalability of service delivery.

Freelance German Translator & Content Writer

Self-Employed

RESPONSIBILITIES

* Provided translation services for a diverse clientele across various industries, including technology, marketing, healthcare, and education.
* Translated documents such as user manuals, product descriptions, research papers, and promotional materials from English to German and vice versa.
* Created original content in German and English for websites, blogs, articles, press releases, and promotional materials.
* Managed client communications, project timelines, and expectations to ensure high levels of satisfaction.
* Edited and proofread translated content to maintain quality and consistency.
* Implemented SEO techniques to enhance content visibility and drive organic traffic.
* Built and maintained long-term client relationships through exceptional service and quality delivery.

ACHIEVEMENTS

* Successfully completed various translation and content creation projects with client satisfaction.
* Increased web traffic for multiple clients through effective SEO and engaging content.
* Developed and maintained a personal brand as a reliable and high-quality freelancer, leading to a steady stream of repeat business and referrals.
* Translated a complex technical manual for a leading companies, which was praised for its accuracy and clarity.
* Created a series of blog posts for a healthcare client that significantly improved their online presence and engagement metrics.
* Reduced turnaround times by implementing efficient project management practices and tools.

GERMAN TRANSLATOR AND EDITORY ASSISTANT

FABFORWARD CONSULTANCY

Privileged to working behind the scenes to bring captivating stories to life and support the editorial team in various capacities.

RESPONSIBILITIES

* Assisted editors in manuscript evaluation, copyediting, and proofreading, ensuring adherence to house style and editorial standards.
* Conducted research and fact-checking to verify accuracy and credibility of content, collaborating with authors and contributors to refine and enhance manuscripts.
* Managed editorial calendars and deadlines, coordinating with authors, designers, and production teams to ensure smooth workflow and timely publication.

ACHIEVEMENTS

* Played a pivotal role in the successful publication of several bestselling titles, contributing to the literary success and acclaim of the firm.
* Streamlined editorial processes and workflows, implementing efficient systems and protocols to improve productivity and workflow management.
* Received commendation from senior editors for dedication, attention to detail, and professionalism in supporting the editorial team and maintaining high editorial standards.

EDUCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* *Master of Arts (MA) in Language and Communication*

The University of Munich

* *Bachelor's Degree in Linguistic Studies*

Heidelberg University Germany

PROFESSIONAL MEMBERSHIPS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Content Marketing Institute (CMI)
* International Association of Professional Translators and Interpreters (IAPTI)
* Freelancers Union