MICHAEL ABANI   234811732132
TRANSLATOR
michaelabani693@gmail.com

PROFILE
Detail oriented translator with a highly developed understanding of multiple languages and cultures. Skilled in quickly and accurately translating written documents and audio recordings. Excellent listening and communication skills with an organized and systematic approach. Over seven years of related expertise.

EMPLOYMENTHISTORY
Translator, Morgan Clark LLC,
NewYork
FEBRUARY 2019 - SEPTEMBER 2023

- Provided consultations for clients to assess their project needs and goals.
- Utilized subject matter expertise and Legal Knowledge to offer the most detailed and efficient translations possible.
- Effectively used Translation Software to expedite project delivery and ensure accuracy.
- Consistently adhered to the principles of the Association of Translation Companies.
- Performed in-depth review of texts and made edits and changes where necessary.
- Created presentations for in-person and online viewing purposes.

Document Translator, Translator Services Associate, Inc. Edison, NJ
NOVEMBER 2016 - DECEMBER 2018

- Listened to an average of 12 video dialogues in Mandarin per week and developed translation into the English language to prepare subtitle scripts.
- Provided verbal summaries of documents for immediate use.
- Applied cultural understanding to discern specific meanings beyond literally written words.

EDUCATION
Certification of Accuracy, The American Translators
Association
FEBRUARY 2014

Master of Linguistics Kent State University, Kent
MAY 2014

SKILLS
Excellent Oral and Written Communication Skills
Expert

Time Management Skills
Expert

Translation Software
Expert

ClientConfidentiality
Expert

Knowledge of Medical/Health Science Terminology and processes
Expert

Interpretation Skills
Expert

LANGUAGES
Spanish
Native
Speaker

English
Native
Speaker

French
Highly
Proficient

Italian
Highly
Proficient

Chinese
Highly
Proficient

German
Highly Proficient

REFERENCE
References Available Upon Request