

Pourandokht Mazaheri

Writer, Translator

A freelance Writer and Translator with over 5 years of successful experience in content creation and translation. Recognized consistently for performance excellence and contributions to success in several industries. Strengths in research ability and analytical thinking backed by training in diverse fields.

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EXPERIENCE

Company, Team Vacationic — Travel Article Writer

Feb 2020 - PRESENT

- Chose and followed targeted styles, grammatical approaches and narrative voices for each piece.
- Worked with copyediting and development editors to enhance development and presentation of each piece.
- Worked to maintain an outstanding attendance record, consistently arriving to work ready to start immediately.
- Maintained an excellent attendance record, consistently arriving to work on time.

La Bio Pianta, Italy — Managing Director

Feb 2017 - PRESENT

- Evaluated suppliers by assessing quality, timeliness and compliance of deliveries to maintain tight cost controls and maximize business operational efficiency.
- Developed and optimized organizational systems to boost efficiency and keep operations scalable and agile for changing demands.
- Spearheaded successful business development initiatives aligned with company's strategy and core competencies.

Sara Mazaheri, Iran — Translator

Jun 2020 - Jun 2020

- Consulted specialized dictionaries, thesauruses and reference books to identify closest equivalents for nuanced terminology, words and phrases.
- Cv and Resume Translation
- Representing my client Online
- Attended training programs to improve professional knowledge and interpretation skills.

Shirin Aghakhani, Iran — Translator

Feb 2020 - March 2020

- *Supported student education by accompanying non-English*

SKILLS

Article writing proficiency

Grant report writing

Translation skills in multiple languages

Report writing skills

Editing articles

Curriculum writing

Academic writing

Business travelers

Global Travel Professional

Copywriting knowledge

Speechwriting

Manuscript and

Correspondence writing

Punctuality

Well-developed

Communication skills

LANGUAGES

English

Italian

Persian

speaking individuals to classes, study sessions and assemblies to translate instruction, conversation and documents.

- *Provided cultural input to speakers to help parties who did not speak similar languages communicate with and understand one another.*
- *Conferred with subject matter experts and other colleagues to establish precise understanding of specialized concepts and translate appropriately.*
- *Maintained message content, tone and emotion as closely as possible.*
- *Worked to maintain an outstanding attendance record, consistently arriving to work ready to start immediately.*

Isaa Aeini, Tehran — Translator

Jul 2019 - Aug 2019

- Listened to non-English video dialogue and developed translation into target language to prepare subtitle scripts.
- Conferred with subject matter experts and other colleagues to establish precise understanding of specialized concepts and translate appropriately.
- Maintained excellent attendance record, consistently arriving to work on time.

Anuraj Kumar, India — Ghostwriter

Jan 2019 - May 2019

- Managed competing deadlines with efficiency.
- Organized material to research and complete writing tasks.
- Evaluated project requirements and content standards for each project in order to produce copy in line with creative structure.
- Prepared and submitted professional proposals to select publishers to outline works, promotional skills and literary experience.

Data Sleek Group, India — Virtual Assistant

May 2018 - May 2018

- Managed electronic and paper filing systems by updating paperwork, maintaining documents and accurately recording information.
- Analyzed and compiled data to prepare comprehensive reports for management.
- Conferred with customers by telephone, chat or email to provide information about It services and Artificial Intelligence Chatbots.
- Created and implemented standard operating procedures for records handling.
- Completed administrative tasks by performing business correspondence, transcription and data entry.

HRC Company, India — Liaison Manager

Jan 2015- Feb 2016

- Managed electronic and paper filing systems by updating paperwork, maintaining documents and accurately recording information.
- Executed travel arrangements by researching and booking flights and accommodations.
- Prepared packages for shipment, pickup and courier services for prompt delivery to customers.
- Completed administrative tasks by performing business correspondence, transcription and data entry.
- Opened and properly distributed incoming mail to promote quicker response to client inquiries.
- Created and implemented standard operating procedures for records handling.

EDUCATION

Krupandhi College Of Pharmacy, Bangalore — *GED*

10 2009 - 9 2015

West American University, Jordan — *IT Management*

01 2017 - 11 2017

West American University, Jordan — *Web Design*

12 2015 - 05 2016

West American University, Jordan — *Commercial Management*

09 2016 - 02 2017

PROJECTS

Complete Translation of Pier Paolo Pasolini Poetry—*Italian to Persian Translation*

Translation of a short story collection by Sadeq Hedayat—*Persian to English Translation*

ACCOMPLISHMENTS

- Collaborated with numerous teams in the development of commercial contents to Literature-oriented articles.
- Resolved content issue through consumer testing.
- Used Microsoft Excel to develop inventory tracking spreadsheets.
- Kept constant communication for the best final results.

INTERESTS

- Photo-journalism
- Reading
- Yoga

As a writer, capturing the correct point of view is vital to my skills and expression of thoughts. there is nothing like capturing the right frame withing words or a photo to tell stories that are touching and relatable.

Additionally, Yoga helps me to keep my body and mind flexible to endure long hours of static writing behind the keyboard. Yoga for the body, is much like the oil for a mechanical engine- it keeps it smoothly running.