



Reham Amin

Experienced Translator with a Passion for Language and Cultural Sensitivity

My Contact

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📍 Okara, Pakistan

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Hard Skill

- Excellent Verbal , Non-Verbal & Written Communication
- Cultural Awareness & Intelligence
- Time Management & Multi Tasking

Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking
- Social Media Marketing & Management

Education Background

- University of London

Bachelor of Arts in Spanish Translation And Interpreting

Completed in 2022

- Lahore Business School

Certificate in Social Media Management, Digital Marketing & Email Marketing

Completed in 2019

- University of Management & Technology

Bachelor of Fashion Designing

Present

Languages

German - Fluent

Hindi - Conversational

Urdu - Fluent

Arabic - Good

Spanish - Fluent

About Me

Passionate multilingual translator with 2.5 years experience in Spanish-English translations and over 1 year with English-Spanish translations. Linguophile from early childhood. ATA CT English»Spanish & Spanish»English. Successfully translated over 300 complete projects, ranging from documents to entire websites.

Professional Experience

Mega Tron Corporation

2021-2023

- As an ex head of Mega Tron Translators, I was a skilled and experienced leader with a deep understanding of the translation industry. I was responsible for overseeing a team of translators, ensuring that all projects were completed on time, on budget, and to the highest quality standards.

1. Building a highly skilled and diverse team of translators: I was instrumental in recruiting and training a team of talented translators from around the world, I brought a range of language and cultural expertise to the company. This helped to ensure that Mega Tron was able to handle a wide variety of translation projects for clients across different industries and regions.

2. Implementing quality control processes: I introduced a rigorous quality control process to ensure that all translations met the highest standards of accuracy, clarity, and cultural sensitivity. This helped to build trust with clients, and positioned Mega Tron as a reliable and trustworthy translation partner.

3. Expanding the company's service offerings: Under mine leadership, Mega Tron expanded its translation services to include a wider range of languages and specializations, including technical translations, legal translations, and medical translations. This helped to attract new clients and diversify the company's revenue streams.

Berlin State Library | Internship Student

2019-2020

- Reported back to instructor to receive day-to-day tasks and responsibilities.
- Communicated effectively with faculty and staff and accepted critiques and suggestions for areas of improvement.
- Provided clerical support, addressing routine, and special requirements.
- Interacted with customers by phone, email, or in-person to provide information.

Courses

Language-specific courses: I have completed courses in grammar, syntax, and vocabulary to improve my understanding and fluency in Spanish & German.

Technology courses: As technology plays an increasingly important role in the translation industry, I have completed courses in computer-aided translation (CAT) tools, machine translation, or other software programs used in the translation process.