

SALMA TALEBI AMIRI

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I have had many years of experience translating contractual, financial, scientific, and religious texts from English to Farsi to English. I will be honored to be able to collaborate for translation tasks on a remote working basis.

EXPERIENCE

2021 – PRESENT

ONLINE ENGLISH TUTOR (GENERAL, IELTS, TOEFL, DUOLNGO), FREELANCE

Providing a suitable platform of communication to hold the class, classes customized to the unique needs and timeline of each student.

2020 – PRESENT

ONLINE ENGLISH-FARSI-ENGLISH TRANSLATOR, TRANSNET, IRANIAN TRANSLATE, TARJOMIC, FREELANCE

Translation jobs carried out remotely. Most texts were academic papers in the fields of nanotechnology, psychology, management, religion, school texts, manuals and brochures, some legal documents, religious texts.

2020 – 2021

IELTS INSTRUCTOR (A1-C1), GAMA LANGUAGE INSTITUTE

Both private and group classes for various levels.

2017 – 2020

IELTS, PTE INSTRUCTOR (A1-C1), ARYAM INTERNATIONAL COLLEGE

Teaching Complete IELTS and Mindset books to students of various levels, tailoring methods to the students' needs.

Grammar workshops for different levels.

2018 – 2019

ENGLISH TEACHER, NATIONAL IRANIAN COPPER COMPANY

Teaching Touchstone 1 and 3 to classes of company professionals.

2004 – 2017

TRANSLATOR, DOCUMENT CONTROLLER , IRAN INTERNATIONAL ENGINEERING COMPANY

- translation (English to Farsi and back) of Contracts, Feasibility Study Reports, Financial Reports, letters, HSE documents, etc.

- Assistance to Business Excellence department for ISO and related certificates, auditing sessions, etc.

-Document Controlling, Contract hard-copy and electronic archiving, MIS system of contracts, Contract Database (physical and electronic) - Writing coordination/cooperation agreements, Consultancy Contracts, Addenda to Contracts both in Farsi and English with Iranian and foreign companies- collaboration with relative chambers of commerce.

-MPORG and other local or foreign grading certificates

- Drafting English correspondence

2007 – 2009

YOGA INSTRUCTOR, TRANSLATOR, ENGLISH TEACHER, VARIOUS INSTITUTES

Teaching English (Interchange 1-3 and Passages 2) Privately at home
teaching yoga at Aftab Azarine school , offices (Forests, Range and Watershed Management Organization, Tehran telecommunication Organization), NikRahyoga center.
Acting as translator in three 40-day journeys to Bihar School of Yoga.

2004 – 2004

TRANSLATOR AND ASSISTANT, PERFORMANCE ARTS CENTRE

A theater event in the "House of World culture" in Berlin during Iranian cultural week. Translating for the Black Narcissus group performing "Home is our Past", I also was the Director's Assistant during the event.

2003 – 2004

TRANSLATOR AND RESEARCHER, NAGHSH CONSULTANTS

1- The Iran Science Museum master plan: case study research book- researching and finding the necessary material, translating, typing, editing and forming the whole research book 2- Mahshahr University Master Plan- researching, translating and gathering information, forming the final research book 3-editing jobs with photoshop on site pictures, etc.

EDUCATION

2015

M.A., ENGLISH TRANSLATION STUDIES, KHARAZMI UNIVERSITY

Top student with 18.75/20 GPA. My thesis was a research based on grounded theory and done in NVIVO software, both of which were carried out for the first time in my faculty.

2003

B.S.C., APPLIED PHYSICS, SHARIF UNIVERSITY OF TECHNOLOGY

My thesis was a translation of a Stephen Hawking text.

SKILLS AND LANGUAGES

- Advanced ICDL
- Intermediate Photoshop skills
- Intermediate video editing
- Advanced Level English language
- Elementary level French
- Beginner level Greek and Latin

CERTIFICATES

- IELTS- Band8 . 2018
Cambridge University . IRAN
- FCE . 1997
Cambridge University . IRAN
- ISO TS Certificate . 2014
QMS Italia . IRAN
- TOEFL . 2002
ETS . UNITED ARAB EMIRATES