



Mitra Mousavi

Personal Detail:

DOB: 04/05/1984

Nationality: Iranian

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PERSONAL STATEMENT

A multi-skilled, reliable & talented translator with a proven ability to translate written documents from English language to Persian language and vice versa. A quick learner who can absorb new ideas & communicate clearly and effectively with people from all social & professional backgrounds. Well mannered, articulate & fully aware of diversity and multicultural issues. Flexible in the ability to adapt to challenges when they arise & at the same time remaining aware of professional roles and boundaries.

Would like to work as a translator for a successful and ambitious company that offers great opportunities for career development and progression.

Work experience

Freelance translator | Self-employed

Have worked freelance since 2004 for many translation agencies providing a translation service to clients where needed. Involved converting documents and articles from one language into another and ensuring that the finalized converted documents relay the intended message as clearly as possible.

Proz.com profile: <http://www.proz.com/translator/1341220>

Translation café profile:

<https://www.translatorscafe.com/cafe/member199863.htm?TID=199863>

LinkedIn profile: <https://www.linkedin.com/in/mitra-mousavi-01752156/>

Duties

- Researching legal & technical phraseology to ensure translation accuracy.
- Liaising with clients to discuss any unclear points.
- Providing guidance and feedback & creating customer-specific style guides.
- Translation of documents/letters from Persian to English & vice versa.
- Reviewing and proofreading the target text.
- Revising other junior translators' translations.

Language pairs:

English < - > Persian

Tajik > English

Dari > English

Services

Translation, Proofreading, Editing, Post-editing, Subtitling, Localization and DTP, transcription, project manager.

Fields of expertise

Art/literary, medical, law/patent, science, marketing, social science, general.

Translation and proofreading experience:

- Translation of over 100 K words in the immigration, social security, legal, education and general fields.

- Proofreading, reviewing and post-editing of about 100k words in the social security, immigration, legal, education and general fields.

- Transcribing different Types of audio

- Subtitling different types of films and documentaries

Technical Skills

- Familiar with translation software tools: Trados, MemoQ, Matecat, Smartcat.
- Highly skilled in Word, Excel and Microsoft Outlook.

Personal Skills

- Excellent communication and social skills.
- Able to work to tight deadlines.
- Willing and able to work under pressure.
- Detail orientated.
- Well organized.
- Friendly.
- Team work skills.
- Excellent problem-solving skills

ACADEMIC QUALIFICATIONS

PHD candidate, Translation Studies, Allameh Tabataba'i University,
Tehran 2018

MA, Translation studies, Allameh Tabataba'i University, Tehran
2010-2013

BA, English Translation, PNU University, Isfahan
2004-2008

PERSONAL INTERESTS

- Watching movies
- Juggling

REFERENCES

References are available upon request.