[Street Address]

[City, ST ZIP Code]

[Telephone] | [Website]

[Email]

Jordan Ellis

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| Objective |  | Multilingual translation professional with specialized experience in legal, technical, and business translations, aiming to contribute skills and knowledge in a dynamic translator position. |
| Professional Achievements |  | Translation Accuracy & ExpertiseSpearheaded translation of legal, medical, and technical documents with 99% accuracy, meeting diverse client specifications.Conducted thorough quality checks, ensuring consistency and precision across all translations.Team Collaboration & Deadline ManagementLed teams to complete large-scale translation projects on time, maintaining high-quality standards. Facilitated clear communication between clients and teams, ensuring alignment with project requirements. Cultural Insight & CommunicationUtilized cultural understanding to adapt translations for target audiences, improving content relatability and effectiveness. Enhanced client satisfaction through seamless communication and culturally nuanced translations. |
| Skills |  | Deep Cultural Understanding & Insight  Strong Grammatical & Linguistic Aptitude  Effective Project Management  Quality Assurance in Translation |
| Work History |  | Freelance Translator [Dates From – To] Translation Intern | XYZ Translation Services | Seattle, WA [Dates From – To] |
| Education |  | Master of Arts in Translation Studies | XYZ University | City, State 20XX You might want to include your GPA here and a brief summary of relevant coursework, awards, and honors. |