Jordan Ellis

456 East 78th Ave | Seattle, WA | 333.555.9999 | [jordanellis@email.com](mailto:janedoe@email.com)

# OBJECTIVE

Accomplished Translator with extensive experience and bilingual proficiency in English and Spanish, ATA certified, seeking to contribute linguistic expertise and cultural insight in a dynamic environment.

# EXPERIENCE

## Senior Translator

### ABC Translation Services | Seattle, WA Feb 20XX – Jan 20XX

Spearheaded translation projects involving legal, medical, and technical documents, ensuring accuracy and adherence to client specifications.

Fostered collaboration among teams to meet project deadlines and maintain high-quality standards.

## Junior Translator

### DEF Translations | Seattle, WA Jul 20XX – Jun 20XX

Facilitated seamless communication between clients and translation teams, ensuring project requirements were clearly understood and executed.

Conducted rigorous quality control checks to uphold accuracy and consistency across translations.

# EDUCATION

## Bachelor of Arts in Translation Studies

### Glennwood University | Redmond, WA Jun 20XX

You might want to include your GPA here and a brief summary of relevant coursework, awards, and honors.

# Skills

* Bilingual Proficiency in English & Spanish
* Deep Cultural Understanding & Insight
* Strong Grammatical & Linguistic Aptitude
* Effective Project Management
* Quality Assurance in Translation

# Certifications

* ATA Certified Translator