
Translation Manager Resume

Job Objective

Would like to be considered for Translation Manager at your company where I can be of service to those employees who would be on my team.

Highlights of Qualifications:

- Admirable experience in translating all mathematical projects, managing and developing website content
 - Outstanding knowledge of translation procedures and principles
 - Wide knowledge of the Translation industry
 - Immense ability to understand oral information
 - Outstanding ability to provide quality services to customer
 - Skilled to initiate and develop new ideas
 - Sound skills to complete all work on deadline
 - Proficient in editing copies and proof reading
 - Exceptional understanding of English language
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Professional Experience:

Translation Manager
MotionPoint Corporation, Sabattus, ME
October 2008 – Present

- Maintained a database of freelancers, evaluated submitted work and allocated appropriate work.
- Determined cost of works and ensure cost efficient projects.
- Established training programs for employees and managed a team for same.
- Supervised translation projects in both oral and written forms.
- Monitored all editing, proof reading and revisions of various translated materials.
- Ensured appropriate use of abbreviations in translation in compliance with company guidelines.
- Hired and trained employees for implementation of translation processes.
- Participated in various shows prepared for translators.

Translation Specialist
EMC, Sabattus, ME
August 2003 – September 2008

- Developed translation of various written documents such as letter, press releases, advertising documents and special projects.
- Coordinated with team members and maintained good working relations.
- Assisted Senior Manager and resolved all issues in prescribed time frame.
- Designed glossary for work and answered all queries from external resources.
- Monitored translation process and made necessary correction wherever required.
- Ensured completion of all task according to time schedule.

Translation Representative
CACI International, Sabattus, ME
May 1998 – July 2003

- Developed translation from English to other languages.
 - Identified customer service requirements and translated all calls for claims made by customers.
 - Managed all questions and translated on phone providing necessary information to all customers.
 - Monitored all information and made copies and faxed it to appropriate departments.
 - Ensured translation provided to be accurate and interpreted all information.
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Education:

Bachelor's Degree in Computer Sciences
Kaplan University, Davenport, IA

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