OGUNTOKUN OLUWAKEMI
PROFESSIONAL TRANSLATOR AND CREATIVE COPYWRITER

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PROFESSIONAL SUMMARY

Seasoned Spanish Linguistic Enhancement Specialist with over ten years of experience in translation, proofreading, and localization services. Expert in Spanish–English bidirectional translation with specialized focus on legal documentation, standards compliance, and certification processes. Proven track record in delivering culturally sensitive translations that bridge communication gaps in academic, corporate, legal, and multicultural environments.

CORE COMPETENCIES

- Spanish–English Translation & Proofreading
- Legal Document Translation
- Standards & Compliance Documentation
- Certificate Translation Services
- Linguistic Enhancement Specialist
- Content Writing & Rewriting
- Cultural Adaptation & Localization
- Time Management Under Tight Deadlines
- Quality Assurance & Editing
- Syntax & Linguistic Analysis
- Medical & Technical Translation
- Multilingual Project Coordination
- Translation Memory Management
- Terminology Consistency

PROFESSIONAL EXPERIENCE

Spanish–English Translator & Proofreader | Pro Translate Company, California, CA
August 2022 – Present

- Perform bidirectional Spanish–English translation and proofreading of legal documents, ensuring accuracy and cultural nuance for target audiences
- Translate and proofread standards documents and certificates, maintaining strict compliance with regulatory requirements
- Ensure translations are culturally relevant and engaging while preserving legal and technical precision
- Contribute to company reputation as trusted provider through meticulous attention to detail and high–quality linguistic services
- Support successful localization of numerous legal and compliance projects for Spanish and English–speaking markets
- Maintain terminology databases for legal and standards documentation to ensure consistency across projects

Remote Spanish–English Translator | Aadmin
Previous Role (Overlapping engagement)

- Translated medical and scientific articles, research papers, and clinical trial documents between Spanish and English
- Specialized in pharmaceutical documentation, drug packaging, and patient information leaflets
- Collaborated with multilingual teams to align content with brand messaging and medical integrity
- Maintained terminology consistency in medical glossaries for Spanish–English language pairs

English–Portuguese Translator & Project Manager | SunFlare Co., Ltd.
February 2021 – July 2022

- Translated legal contracts, customer service materials, and online platform content from

English to Spanish
• Ensured accuracy and compliance with legal terminology across English and Spanish markets
• Coordinated multilingual projects and reviewed translated Spanish content for cultural relevance
• Managed project timelines and deliverables for multiple concurrent translation assignments

Spanish–English Translator | TransPerfect (Freelance)
January 2021 – December 2021
• Translated diverse content including product descriptions, UI/UX elements, and marketing materials with focus on clarity and cultural adaptation
• Maintained consistency in English translations by applying appropriate tone and industry–specific terminology
• Delivered high–quality translations for e–commerce and digital marketing clients

Portuguese–Spanish Translator | Gateway Translation Services (Freelance)
July 2020 – March 2021
• Translated technical manuals, promotional content, and official documents from English to Spanish
• Collaborated with Spanish–speaking reviewers to refine terminology and enhance localization accuracy
• Maintained high linguistic quality and style consistency across all translation projects

Media Translator & Proofreader | Prim & Precise Solutions
March 2020 – December 2020
• Translated digital and broadcast content from English to Spanish while preserving tone, meaning, and cultural relevance
• Conducted comprehensive linguistic research to handle complex terminology and technical phrasing
• Managed multiple project deadlines and delivered error–free translations across media and advertising sectors

EDUCATION

Master of Science in Linguistics
Technical University of Munich | 2018–2020

Bachelor of Science in Translation Studies
IU International University of Applied Sciences | 2013–2017

CERTIFICATIONS & PROFESSIONAL AFFILIATIONS

• ATA Certification – American Translators Association (Spanish–English)
• Translators Association of Spain – Affiliated Member
• International Association of Professional Translators and Interpreters
• Language Proficiency Certification
• Diploma in Translation Studies

TECHNICAL SKILLS
• Computer–Assisted Translation (CAT) Tools
• Translation Memory Systems
• Quality Assurance Software
• Microsoft Office Suite
• Adobe Acrobat Professional
• Legal Documentation Software
• Project Management Platforms

LANGUAGE EXPERTISE

- Spanish: Native/Professional Proficiency
- English: Professional Working Proficiency (C2 Level)
- Portuguese: Professional Working Proficiency (C1 Level)

SPECIALIZATION AREAS

- Legal Document Translation
- Standards & Compliance Documentation
- Certificate Translation & Notarization
- Medical & Pharmaceutical Translation
- Technical Manual Translation
- Corporate Communications
- Academic & Research Translation

PROFESSIONAL COMMITMENT

Dedicated to delivering high-quality, culturally sensitive translations that meet strict accuracy and compliance standards. Committed to enhancing mutual understanding and cooperation across different cultural contexts through precise linguistic services. Experienced in working under tight deadlines while maintaining exceptional quality standards.

AVAILABILITY

Currently employed at Pro Translate Company and open to discussing additional freelance opportunities or full-time positions that align with career advancement goals. Specializing in legal, standards, and certification translation services.