Oluwakemi Oguntokun
Professional Translator & Proofreader
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PROFESSIONAL SUMMARY

ATA-certified professional translator and proofreader with 8+ years of specialized experience in English to German, German to English, and translation services. Expertise spans technical documentation, IT localization, legal contracts, medical/pharmaceutical content, and financial documents. Proven track record in MTPE (Machine Translation Post-Editing), terminology management, and cross cultural adaptation for diverse industry sectors.

LANGUAGE COMBINATIONS

- English to German
- German to English

Working Languages:

- German (Native)
- English (C2 - Professional)

CORE COMPETENCIES

- **Translation Specializations -Technical**

Translation:

-User manuals, technical specifications, engineering documentation -IT & Software

- **Localization:**

- Websites, mobile applications, software interfaces, UI/UX content

- Legal Translation:
- -Contracts, compliance documentation, corporate agreements, regulatory texts -Medical Clinical documentation, regulatory submissions, medical device manuals -Financial Services:

Annual reports, financial statements, investment documentation –

- **Marketing Media:**

Creative content adaptation, advertising materials, multimedia content

Technical Skills

- CAT Tools:

- SDL Trados Studio
- MemoQ
- Phrase (formerly Memsource),
- Smartcat
- XTM
- Wordfast

- Quality Assurance:

- MTPE
- linguistic review terminology validation - Project Management:
- Multi-language project coordination
- deadline management
- client communication

PROFESSIONAL EXPERIENCE

Translator & Proofreader |ProTranslate(2025–Present)

English → Spanish Legal Documents & Standards Documentation

- Translate complex legal contracts, regulatory compliance documents, and industry standards
- Perform comprehensive proofreading and linguistic quality assurance
- Maintain specialized legal terminology databases for consistency

- Collaborate with legal experts to ensure accurate interpretation of technical legal concepts

Freelance Translator &Proofreader (2022–2025)

Multi-language Translation Services

- Deliver high-volume technical, IT, and legal translations from English and German
- Execute software localization projects including websites, mobile applications, and user interfaces
- Provide MTPE services for enterprise clients, refining machine output to publication-ready quality
- Maintain long-term partnerships with translation agencies ensuring brand consistency and style compliance
- Average monthly output: 50,000+ words across multiple subject areas

Remote Medical Translator| TransPerfectLtd (2021–2022)

Specialized Medical & Pharmaceutical Translation

- Translated clinical trial documentation, pharmaceutical regulatory submissions, and medical device manuals
- Developed and maintained comprehensive medical terminology databases ensuring regulatory compliance
- Collaborated with medical professionals and regulatory experts for accuracy validation
- Processed 200+ medical documents with zero client revision requests

Translator &Project Manager| SunFlareCo., Ltd.(2017–2021)

Legal & Corporate Translation Services

- Managed end-to-end translation projects for international corporate clients
- Specialized in legal contracts, merger & acquisition documentation, and compliance materials

- Adapted marketing and corporate communications for German market penetration
- Supervised team of 5 junior translators, ensuring quality standards and deadline adherence
- Achieved 98% client retention rate through consistent quality delivery

Media Translator & Proofreader| Prim&PreciseSolutions (2016)

Technical & Media Content Translation

- Delivered multimedia content translation for entertainment and technical industries
- Conducted comprehensive linguistic editing for grammatical accuracy and cultural appropriateness
- Performed specialized terminology research for emerging technology sectors
- Maintained quality scores above 95% across all client assignments

EDUCATION

- Master of Art in Linguistics

Technical University of Munich, Germany (2018 – 2020)

Specialization: Applied Linguistics and Translation Theory

- Bachelor of Art in Translation Studies

IU International University of Applied Sciences, Germany (2013 – 2017)

PROFESSIONAL CERTIFICATIONS

- American Translators Association (ATA) Certification
- Diploma in Professional Translation
- European Masters in Translation (EMT)

- Certified Language **Proficiency:**

- German (Native Speaker Certificate)

- English (TOEFL iBT - Score 118/120)

- Member: International Association of Professional Translators and Interpreters (IAPTI)

TECHNICAL PROFICIENCIES

CAT Tools & Platforms:

- SDL Trados Studio (Expert level)

- MemoQ (Advanced)

- Phrase (Memsource) (Advanced)

- Smartcat (Advanced)

- XTM Cloud (Intermediate) - Wordfast Pro (Intermediate) Quality Assurance:

- QA Distiller

- Xbench

- ApSIC Xbench

- ErrorSpy

Project Management:

- Microsoft Project

- Trello

- Asana

PROFESSIONAL RATES

Translation Services:

- Standard Rate: $0.04 per source word

- Rush Rate (24-hour delivery): $0.06 per source word
- Minimum charge: $25.00

Proofreading & Editing:

- Rate: $8.00 per standard page (250 words)
- MTPE: $0.02 per source word

Additional Services:

- Terminology Management: $15.00 per hour
- Desktop Publishing: $20.00 per hour
- Project Management: $25.00 per hour

REFERENCES

Professional references available upon request from major translation agencies and corporate clients.