

RESUME

**Badima Belay
(PhD)**

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Date of birth: 16.01.1981

SUMMARY:

- Senior editor and translator with experience in editing and translating general and technical documents devoted to different subjects (e.g. education, legal issues, health, project planning, construction, and procurement); interpreting meetings, presentations, negotiations;
- Power user of Word XP, Microsoft Office 2007, Adobe Pagemaker 7, Adobe Photoshop, Paint, Power Point, Front Page, Adobe Reader Professional, Internet & social media, CAT.

EDUCATION:

- PhD in Teaching English as a Foreign Language (2014), from Addis Ababa University
- Master of Arts in English Language (2008), from Addis Ababa University
- BA in major English and minor Amharic languages (2003), from Bahir Dar University

EXPERIENCE:

- Currently serving as a Senior Editor at Addis Ababa University Press.
- Translating and editing various academic texts, papers, questionnaires etc.
- Database and Web-site language translation & editing;
- Translating and editing literary texts;
- Translating and editing company brochures;
- Translating business correspondence, agreement letter;
- Translating and editing tourist brochures.
- Translating and editing policy documents, press releases and articles.

LANGUAGES:

- English (Expert)
- Amharic (Native and Expert)
- Tigrigna (very good at speaking, listening, reading and writing,)

SPECIALIZATION:

- Qualified to translate and edit at professional level for the above mentioned language combinations.
- Familiarity with a wide range of language registers and styles as a result of extensive academic and professional studies;
- 8 years professional freelance experience of editing and translating texts from diverse Amharic sources into English and vice versa.
- Ability to edit and translate documents in the Arts and Humanities (biography, film, fine arts, literary extracts, literary criticism, art criticism, academic essays, contemporary letters), Business (general, financial, corporate literature, employee communications, invoices, e-mails, contracts), Tourism and Leisure, Web-page Translation / Editing, Official Documents (birth certificates, life certificates, university degrees / diplomas, equivalences), Medical/Healthcare Translations and Legal documents.

PERSONAL QUALITIES:

Hard-working, responsible, punctual, sociable, friendly, workaholic

OTHERS:

Hobbies: reading, attending debates, teaching, human psychology.