



## ABOUT ME

I am a multilingual academic professional with a diverse skill set in translation, scientific writing, editorial work, and academic content development. With over five years of hands-on experience across prestigious institutions such as Mashhad University and Ilam International University, I have developed a strong reputation for delivering polished, high-quality documents that meet the rigorous standards of academia and publishing. My work bridges language and knowledge: I translate complex texts between English and Persian with clarity, cultural awareness, and contextual precision. As a scientific text editor and citation expert, I specialize in refining scholarly content for publication by enhancing structure, coherence, grammatical accuracy, and adherence to specific style guides. I have a proven ability to preserve the author's original voice while ensuring professional fluency and academic integrity. With a typing speed of over 75 words per minute and exceptional attention to detail, I have streamlined editorial processes and increased document turnaround times significantly. I am well-versed in document formatting, text transcription, citation systems (APA, MLA, Chicago, etc).

## LANGUAGES

English	Native	●●●●●
Persian	Native	●●●●●
Spanish	Intermediate	●●●●●
Arabic	Proficient	●●●●●

# M.J KAZEMI

Translator, copywriter, Plagiarism Supervisor,  
Scientific text Editor and Citation Expert

@ Magica.4cl@gmail.com

## EXPERIENCE

**Executive of Scientific Seminars** 09/2021 - 03/2025  
**Scientific Association of English Literature** Ilam, Iran  
**Ilam International University**

- Self-motivated, with a strong sense of personal responsibility
- Excellent communication skills, both verbal and written
- Skilled at working independently and collaboratively in a team environment
- Executive of 20+ Scientific Seminars Related to English Literature History, Genre, Writers, poets, etc
- Worked well in a team setting, providing support and guidance

**Typist and Text Editor** 12/2021 - Present  
**Faculty of Psychology** Mashhad, Iran

- Reduced errors in typed materials with thorough proofreading skills and attention to detail
- Increased typing accuracy by implementing proofreading and editing techniques
- Completed complex typing assignments on time demonstrating adaptability in various subject matters
- Managed sensitive information by maintaining strict confidentiality, supporting the integrity of the organization
- Organized and prioritized proofreading, spell checking, document filing and data entry
- Accurately typed 75 words per minute with no errors
- Organized and maintained precise confidential personnel files
- Expedited data entry tasks with efficient typing speed and accuracy
- Increased overall office efficiency with proficient typing skills in various software programs

**Article Writer** 03/2020 - Present  
**Dr. Morad Nezhadi Head Master of Ilam** Iran  
**International University**

- Enhanced reader engagement by crafting compelling articles on various topics
- Received positive feedback from clients for: consistently meeting their content requirements and expectations
- Organized workflow efficiently, managing multiple projects simultaneously while adhering to tight deadlines
- Increased website traffic through consistently delivering high-quality content and utilizing SEO techniques
- Demonstrated versatility in writing style, adopting to different tones required for each assignment or client's specific needs regardless of the subject
- Streamlined the editing process by submitting well-researched and error-free drafts within deadlines
- Successfully composed and Published 3+ Articles on ISC( Islamic World scientific Citation)
- Currently working on 2 Articles related to Gardner Inteligences

## SKILLS

Microsoft Office Expert

Communication Skills

Persuasion and Bargain Skills

Up to dated knowledge about English Tutoring

General Knowledge (Sage)

Tool / Technology

## PASSIONS

💎 Mythology, Cooking, Psycho Analysis and Teaching

## EXPERIENCE

### Translator

01/2019 - Present

#### Tarjomic Co

Tehran, Iran

- Translated documents from English to Persian and Persian to English
- Collaborated with fellow translators to ensure consistency in language usage and style across all documents
- Researched cultural etiquette and specific use of slang words
- Managed multiple projects simultaneously while maintaining strict deadlines and attention to detail
- Specialized in translating complex technical documents, ensuring accuracy and clarity for end users
- Developed a strong working knowledge of industry-specific terminology through extensive research and continuous professional development
- Reviewed final work to spot and correct errors in punctuation, grammar, and translation
- Assisted non-native English-speaking colleagues with document editing, improving overall team productivity and communication quality
- Improved readability of translated materials by employing advanced proofreading techniques and meticulous editing skills

### English Tutor

08/2018 - Present

#### Turbo Institution

Tehran, Iran

- Current English Tutor
- Turbo Institution, Tehran, Iran
- Improved students' written and verbal English skills through personalized learning programs
- Enhanced students' reading and writing skills by implementing interactive and engaging lesson plans
- Developed personalized tutoring sessions based on student needs, leading to improved academic performance
- Tutored students to develop deeper comprehension of English course materials and better understanding of assignments to improve academic success
- Taught students study techniques and strategies for succeeding on grammar and composition tests
- Developed student confidence through positive reinforcement strategies

## EDUCATION

### Bachelor

08/2020 - 08/2024

#### Ilam International University

Iran

- English Literature
- Ilam International University-Ilam, Iran
- Ranked in Top 10% of class
- Research Project: Analyzing the improvement Of Bodily Kinesthetic Intelligence in Sport Science Students
- Published 3 Articles in ISC (Islamic World Science Citation)
- Currently working on a Science Project Dedicated to Analyzing Gardner Intelligences