

Translation & Typing Portfolio

Email: fameno.andria3@gmail.com

Phone Number: +261388480045

Professional Summary

I am a detail-oriented freelancer specializing in translation and fast, accurate typing services. With 2+ years of experience, I offer high-quality, culturally accurate translations and fast document transcription with minimal errors. I work efficiently under tight deadlines while maintaining a professional and reliable work ethic.

Services Offered

- Translation
 - Malagasy ↔ English
 - French ↔ English (if applicable)
 - General, technical, and conversational text
 - Website/app content, subtitles, documents
- Typing
 - Fast typing (WPM: 65+)
 - Accurate transcription from handwritten notes or audio
 - Data entry and formatting in Word, Excel, and Google Docs
 - PDF to Word conversion

Tools & Skills

- Microsoft Word, Excel
- Google Docs/Sheets
- PDF Editors (Adobe Acrobat)
- CAT Tools (if any, e.g., SDL Trados – optional)
- Grammarly, DeepL, Google Translate (for support)
- Strong grammar and spelling (EN/FR/ML)

Selected Work Examples

Translation Sample

Client: NGO Community Health Project

Original: Malagasy document (health guidelines)

Translated: Clear and accurate English version with medical terminology adapted

Excerpt:

Malagasy: “Ny fahadiovan'ny tanana dia manampy amin'ny fisorohana ny aretina mifindra.”

English: “Hand hygiene helps prevent the spread of infectious diseases.”

Typing Sample

Client: Small business documentation

Task: Typed 15 handwritten pages into formatted Word document

Result: Delivered within 24 hours with 100% accuracy, properly structured with headings and bullet points.

Transcription Sample

Client: Educational content (voice note to text)

Language: English

Length: 20-minute audio Turnaround:

1 day

Result: Clean, verbatim transcript formatted for publication.

Client Feedback (Optional)

“Very accurate and fast typist. Highly recommended for translation tasks as well!” – Client

Contact Me

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Screenshot example:

