# **Translation & Typing Portfolio**

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#### **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  $\leftrightarrow$  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:

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