

PERSONAL INFORMATION

Sedat Limani

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POSITION

Translator

WORK EXPERIENCE

22/02/2009–Present

Translator

Freelancer, Tirana (Albania)

- reading through original material and rewriting it in the target language, ensuring that the meaning of the source text is retained;
- using Translation Memory software - such as Wordfast, memoQ, Across, SDL Trados, Transit NXT, MemSource - to ensure consistency of translation within documents and aid efficiency;
- using specialist dictionaries, thesauruses and reference books to find the closest equivalents for terminology and words used;
- using appropriate software for presentation and delivery;
- researching legal, technical and scientific phraseology to find the correct translation;
- liaising with clients to discuss any unclear points;
- proofreading and editing final translated versions;
- providing clients with a grammatically correct, well-expressed final version of the translated text, usually as a word-processed document;
- using the internet and email as research tools throughout the translation process;
- prioritizing work to meet deadlines;
- providing quotations for translation services offered;
- consulting with experts in specialist areas;
- supplying subtitles for foreign films and television programmes;
- retaining and developing specialist knowledge on specialist areas of translation;
- following various translation-quality standards - such as those of the Association of Translation Companies (ATC), EN 15038 and ASTM F2575-06 - to ensure legal and ethical obligations to the customer;
- networking and making contacts.

28/08/1999–19/11/2008

Translator

United Nations Mission in Kosovo, Prishtine (Kosovo)

- Translation of a variety of documents primarily requested by the office of the SRSG, Office of Legal Affairs, and other sub-departments. Those include UNMIK Regulations, Constitutional Framework, Provisional Rules of Procedure for the Assembly of Kosovo, Administrative Directions and Instructions, Memorandums of different purposes, various Tenders for Administrative Departments, Letters addressed to the SRSG, etc.
- Interpretation at the meetings attended by the SRSG, PDSRSG, DSRSG, President of Kosovo, Prime minister of Kosovo, Senior Political and Diplomatic personalities from Kosovo, European Union, NATO, etc. Interpretation at the meetings of the Kosovo Transitional Council (KTC), Interim Administrative Council (IAC), then proceedings of the working group on Constitutional Framework, Proceedings of the Assembly of Kosovo, proceedings of the Government of Kosovo, Press

conferences, and other duties as required

01/10/1997–Present **Translator**

Freelancer, Prishtina (Kosovo)

- Check original texts or confer with authors to ensure that translations retain the content, meaning, and feeling of the original material.
- Check translations of technical terms and terminology to ensure that they are accurate and remain consistent throughout translation revisions.
- Compile terminology and information to be used in translations, including technical terms such as those for legal or medical material.
- Discuss translation requirements with clients, and determine any fees to be charged for services provided.
- Listen to speakers' statements in order to determine meanings and to prepare translations, using electronic listening systems as necessary.
- Proofread, edit, and revise translated material
- Read written materials such as legal documents, scientific works, or news reports, and rewrite material into specified languages.
- Refer to reference materials such as dictionaries, lexicons, encyclopedias, and computerized terminology banks as needed to ensure translation accuracy.
- Translate messages simultaneously or consecutively into specified languages, orally or by using hand signs, maintaining message content, context, and style as much as possible
- Adapt translations to students' cognitive and grade levels, collaborating with educational team members as necessary.
- Follow ethical codes that protect the confidentiality of information.
- Identify and resolve conflicts related to the meanings of words, concepts, practices, or behaviors.
- Compile information about the content and context of information to be translated, as well as details of the groups for whom translation or interpretation is being performed
- Adapt software and accompanying technical documents to another language and culture.
- Educate students, parents, staff, and teachers about the roles and functions of educational interpreters.
- Train and supervise other translators/interpreters
- Travel with or guide tourists who speak another language.

01/03/2000–Present **Translation Projects in Technical, Mechanical, Automotive Fields**

Different Clients (US)

Samsung Mobile and Camera (3.4 million)

Samsung Home Supplies (TV, Washing Machine, Air Conditioners..etc), (298,000 words)

BEKO Home Supplies Goods (1.7 million)

LG TVs User Manuals (865,000 words)

Vodafone wireless Internet connection software and hardware (15.000)

Mozy application translation (over 10.000 words)

SonyEricsson mobile phone software (over 50.000 words)

Docuware strings and texts translation (15.000 words)

Iskraemeco remote measurement software translation (50.000 words)

Caterpillar user manuals several volumes (100.000 words)

Mazda user manuals several volumes (120.000 words)

Opel automotive several types (170.000 words)

Hitachi excavators (40.000 words)

JCB fork trucks (250.000 words)
Komatsu forwarders and harvesters (150.000 words)
Toshiba air conditioners (70.000 words)
Toshiba electronic and video devices (over 150.000 words)
Briggs & Stratton engines (over 100.000 words)
Wayne and Dalton garage doors (50.000 words)
ABB UNITROL power supply system for generator exciter (50.000 words)
ABB Surge protectors (10.000 words)
HP portable computers (50.000 words)
Canon inkjet printers (30.000 words)
Epson inkjet printers (60.000 words)
Samsung printers and projectors (10.000 words)
Brother printers (10.000 words)
GE Healthcare medical devices, several volumes (over 800.000 words)
Siemens Wind parks and Wind Turbine Generator user manuals, service manual, installation instructions (50.000 words)
Lego toys wide range of products (150.000 words)
SkyScanner website localization (proofreading and editing 65.000 words)
Agoda website localization (50.000 words)
Electrocardiograph user manual (30.000 words)
Defibrillator user manual (20.000 words)
...and many, many other under 5000 words projects for different clients ...

EDUCATION AND TRAINING

10/09/2011–Present

Master of Education

EQF level 8

University of Calgary, Calgary (Canada)

The MEd in TEAL addresses a number of audiences which include: English language teachers intent on acquiring the professionalization standard in our field; K-12 teachers with multilingual classrooms; language teachers in post secondary and adult programs; program administrators responsible for providing direction in language teaching and learning contexts; curriculum designers; material developers and language assessors.

01/10/1996–22/03/1999

B.A

University of Prishtina, Prishtina (Kosovo)

- read widely, acquiring knowledge of written texts in most or all periods of English literary history;
- develop as independent learners and thinkers;
- develop their critical, analytical and comparative skills by engagement with a wide range of texts written in English;
- acquire knowledge and understanding of the expressive resources of the English language and the ways in which this relates to and impacts on the production of literary texts;
- develop understanding of the relationship between literary theory and practice, including an awareness of debates regarding the acts of reading and writing;
- engage and enhance their enthusiasm for the subject and their awareness of its social and cultural importance; • be appropriately prepared for further academic work in English or related disciplines, or for training as teachers of English.

22/06/2004–20/08/2004

CELTA

EQF level 7

University of Cambridge, London (United Kingdom)

CELTA is an initial qualification for people with little or no previous teaching experience and opens up a

whole world of exciting teaching opportunities. Because it is awarded by Cambridge ESOL, part of the world-famous University of Cambridge, you can rely on its quality and recognition.

CELTA is also the first phase of the level 5 Diploma in Teaching English (ESOL) in the Lifelong Learning Sector. This qualification is required by teachers who wish to work in this sector in England and Wales

PERSONAL SKILLS

Mother tongue(s) Albanian, Serbian

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
Serbian	C2	C2	C2	C2	C2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills

Presents ideas effectively in formal and informal situations. Conveys thoughts clearly and concisely. Listens well and asks good questions. Communicates well in writing. Keeps all stakeholders informed. Shares complete and accurate information with others.

Organisational / managerial skills

- Maintains well-organized materials, files, systems and tools. Makes up a schedule for jobs and sticks to it. Breaks work down into logical steps. Does work in order of importance. Does first things first. Is prepared for unexpected roadblocks and delays. Realistically estimated time requirements.
- Gets the job done. Meets all deadlines. Conducts routine follow-up. Works on tasks in order of importance. Lets supervisor know immediately when deadlines might not be met. Doesn't wait until the last minute to get work done. Makes sure all parts of the job are completed in full, including follow-up plans and paperwork

Job-related skills

- Provides the highest quality products and service that meet the needs and expectation of both internal and external customers. Identifies and responds quickly to all customer needs. Works to assure continuous improvement. Invites suggestions. Open to experimentation. Is willing to incur costs to assure quality. Uses both quantitative and qualitative measures to assess how well a job is done. Knows when 'good enough' is good enough and when it's not.
- Makes complex ideas or situations clear, simple, and /or understandable. Recognizes patterns- sees discrepancies, missing pieces, trends or interrelationships in data and situations. Sees underlying issues in complex situations. Can put the pieces together in order to understand the big picture. Uses appropriate and understandable examples, metaphors and analogies. Sensitive to subtleties and nuances. Notices when a current situation is similar to a past situation, and identifies the similarities. Understands and is able to explain all sides of an issue. Demonstrates considerable intellectual horsepower. Thinks 'outside the box.'

Digital skills

Literate in CAT TOOLS such as SDL Trados 2007, 2009, 2011, 2014, 2015, 2017, Wordfast Pro, MemoQ, Across, Transit NXT, MemSource