

*curriculum vitæ

profession

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Location: [Haiti]

Portfolio (optional):

yourwebsite.com

Professional Summary

Multilingual and
detail-oriented in accurate
transcription, fluent
translation (English ↔
French), and SEO Friendly
content writing. proven
ability to meet tight
deadlines and delivery
high-quality result.

Skill

Transcription (verbatim,
clean)

Translate english-spanish
and other.

Experience*

Freelance Transcriptionist

*GoTranscript,

TranscribeMe, Rev (Remote)

| 2021 – Present*

- Transcribed audio and video files with high accuracy and attention to detail.

- Completed over 500+ minutes of transcription in multiple formats including verbatim and clean read.

- Consistently met or exceeded project deadlines and maintained quality scores above 95%.

*Freelance Translator

*Upwork, Fiverr,

Freelancer.com | 2020 –

Present*

- * Translated articles documente.

- Ensured cultural and linguistic accuracy while maintaining original meaning.

- Worked with clients globally from various industries including business, education, and IT.

SEO Content Writer

Self-employed | 2019 – Present

- Created blog posts, website content, and product descriptions optimized for search engines.

- Focused on clarity, structure, and keyword placement to drive traffic and engagement.

- Delivered original, plagiarism-free content within specified deadlines.

EDUCATION

Bachelor of Arts in Modern Languages (English and French)

Université d'État d'Haïti – Port-au-Prince, Haiti

2016 – 2020

- Specialized in translation, linguistics, and cross-cultural communication.
- Graduated with honors.
- Participated in academic writing and research workshops.

SKILLS

- Transcription (Clean & Verbatim)
- Translation (EN ⇌ FR)
- SEO Content Writing
- Grammar & Proofreading.
- Research & Fact-checking.
- Microsoft word, Google Docs.

I am a dedicated freelancer with skills in SEO, content writing, and translation. I am passionate about helping businesses grow through clear, engaging, and optimized content. I would love the opportunity to collaborate with clients on Workana and deliver high-quality results. Thank you for your consideration.