

Abdi Mayo

Freelance Translator &
Transcriptionist
(Somali ↔ English)

Location
Kenya | Remote

KEY SKILLS

- Somali ↔ English Translation
- Audio Transcription
- Text Editing & Proofreading
- Terminology Consistency
- Confidential Data Handling
- Attention to Detail & Accuracy

EDUCATION

**Diploma in Languages &
Development Studies**
East Africa College of Languages &
Development Studies
Nairobi, Kenya (2011)

**Certificate in Computer
Applications & Office Technology**
Dadaab YEP Center, Dadaab
Apr 2022 – Jun 2023
Grade: Distinction

PROFESSIONAL PROFILE

Detail-oriented freelance translator and transcriptionist specializing in Somali ↔ English language services. Experienced in humanitarian, NGO, research, and community-based projects. Committed to cultural accuracy, confidentiality, and timely delivery.

PROFESSIONAL EXPERIENCE

Freelance Translator & Transcriptionist (Somali ↔ English)

Remote | Independent Contractor

- Translated written content ensuring accuracy, clarity, and cultural appropriateness.
- Transcribed Somali and English audio into well-structured, grammatically correct text.
- Reviewed and edited content to maintain tone, consistency, and meaning.
- Followed confidentiality requirements and quality standards.
- Supported research, surveys, and community-based projects.
- Managed tasks independently and met strict deadlines.

Interpreter / Language Support Assistant

Humanitarian & Community Projects | Kenya

- Provided Somali ↔ English interpretation during field activities and interviews.
- Ensured clear communication between teams and community members.
- Accurately conveyed meaning without omission or distortion.
- Maintained neutrality, confidentiality, and professionalism.