

# 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.