

DAWIT ASSEFA

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PROFESSIONAL SUMMARY

A dedicated and versatile professional holding three Bachelor of Arts degrees in Psychology, English Language, and Management. Combines a strong academic foundation with technical proficiency. Possesses a proven ability to provide accurate translation high-quality results in administration and writing writing tasks. Eager to leverage a unique blend of psychological insight, management acumen, and advanced communication skills to contribute effectivelyl goals.

EDUCATION

Bachelor of Arts in Psychology
Bachelor of Arts in English Language
Bachelor of Arts in Management

CORE SKILLS

Language & Communication:

- Professional Language Translation (Amharic to English and vice versa)
- Advanced Writing and Editing
- Effective Interpersonal Communication

Technical Skills:

- Proficient in MS Office Suite (Word, Excel, PowerPoint)
- General Computer Maintenance and Troubleshooting
- Data Entry and Digital Management

Soft Skills:

- Strong Organizational and Management Abilities
- Psychological Insight and Conflict Resolution
- Adaptability and Fast Learning

WORK EXPERIENCE

Language Translator & Freelancer

- Provide accvate and culturally sensitive translation services for a variety of documents and materials, ensuring clarity to original text.
- Manage multiple freelance projects simultaneously, demonstrating strong time management and organizational skills.

LANGUAGES

Amharic: Native

English: Professional Proficiency