

MARYAM OMONIKE

English to Mongolian Translator | Reviewer | Proofreader | MTPE Specialist |
Localization Expert

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PROFESSIONAL OBJECTIVE

Experienced English to Mongolian Translator with over 7 years of professional experience providing accurate translation, editing, proofreading, localization, and MTPE services. Skilled in handling urgent multilingual projects while maintaining quality, consistency, and timely delivery. Experienced in working with CAT tools, managing terminology, and delivering culturally appropriate translations for clients across different industries. Passionate about producing high-quality linguistic work and building long-term professional relationships through reliability and attention to detail.

CORE SKILLS

- English to Mongolian Translation
- Translation Review & Editing
- Proofreading
- Machine Translation Post-Editing (MTPE)
- Localization
- SDL Trados Studio 2022
- Quality Assurance (QA)
- Terminology Management

PROFESSIONAL EXPERIENCE

English to Mongolian Translator

Verbolabs

January 2025 – Present

- Translate business, legal, healthcare, and technical documents from English into Mongolian while maintaining accuracy, consistency, and cultural relevance. Deliver high-quality translations that meet client expectations and project requirements.
- Work daily with SDL Trados Studio 2022 to manage translation memory, terminology, and project consistency. Follow client glossaries and style guides throughout each assignment.
- Perform editing and proofreading before project delivery to ensure every translation is free from grammar, terminology, formatting, and punctuation errors. Maintain excellent quality across all projects.
- Handle urgent assignments within tight deadlines while maintaining excellent communication with project managers. Successfully deliver projects on time without compromising quality.
- Review machine-translated content and improve fluency, readability, and terminology accuracy. Ensure every final document reads naturally for native Mongolian speakers.

English to Mongolian Translator & Reviewer

Lion Translation

January 2023 – December 2024

- Delivered high-quality English to Mongolian translations for marketing, education, business, legal, and technical content. Ensured every translation reflected the intended meaning of the source text.
- Reviewed translations completed by other linguists and corrected grammar, terminology, formatting, and consistency issues before final delivery. Improved the overall quality of client projects.
- Used SDL Trados Studio 2022 to maintain translation memories and terminology databases across multiple multilingual projects. Increased consistency and productivity throughout assignments.
- Worked closely with project coordinators to complete urgent projects within strict deadlines. Maintained professionalism and quality under pressure.
- Performed MTPE and proofreading tasks to improve AI-generated translations. Ensured final translations met client quality standards before submission.

English to Mongolian Translator & Proofreader

Mars Translation

January 2022 – June 2023

- Translated legal, business, technical, marketing, and educational documents from English into Mongolian with a strong focus on accuracy and cultural relevance. Produced translations that met client expectations and industry standards.
- Performed editing and proofreading to improve grammar, terminology, consistency, and formatting before final delivery. Ensured every project was clear, natural, and error-free.
- Worked with SDL Trados Studio 2022 to manage translation memories, terminology databases, and bilingual files. Improved consistency across multilingual projects.
- Completed Machine Translation Post-Editing (MTPE) assignments by refining AI-generated translations into fluent and natural Mongolian. Delivered high-quality work within client deadlines.
- Collaborated with project managers and quality assurance teams to complete urgent translation projects efficiently. Maintained excellent communication and consistently delivered projects on schedule.

English to Mongolian Translator

ART Translation

July 2019 – December 2021

- Translated legal, commercial, healthcare, technical, and general documents from English into Mongolian. Produced accurate and culturally appropriate translations for different target audiences.
- Edited and proofread translated documents to improve readability, consistency, and language quality. Ensured compliance with client instructions and project guidelines.
- Used CAT tools to improve translation consistency and terminology management. Helped maintain translation memories for future projects.
- Assisted quality assurance teams by checking completed translations for formatting, spelling, punctuation, and terminology accuracy. Reduced client revision requests through careful review.
- Managed confidential client information professionally while consistently meeting project deadlines. Built strong relationships with project managers through reliable performance.

INDUSTRIES

- Legal
- Healthcare

- Technical
- Business
- Marketing
- Education

LANGUAGES

- Mongolian
- English

EDUCATION

Master of Arts (M.A.) in Translation Studies

Kent State University
Ohio, United States

Bachelor of Arts (B.A.) in Translation and Interpretation

Mongolian National University
Ulaanbaatar, Mongolia

TOOLS

- SDL Trados Studio
- MemoQ
- Smartcat
- Phrase
- Xbench
- Microsoft Office
- Google Workspace

RATES & AVAILABILITY

CAT Tool: SDL Trados Studio 2022

Translation: USD 0.10 per word

Review / Editing: USD 0.05 per word

MTPE: USD 0.06 per word

Proofreading: USD 35 per hour

Hourly Rate: USD 35 per hour