

Translation & Documentation Support

Portfolio

PRECISION PLANNING, MEASURABLE GROWTH

*Clear communication. Accurate documents.
Professional delivery.*



Document Translation

Accurate, context-aware translations across multiple languages.



Proofreading

Grammar, spelling, and clarity checks for polished content.



Report Formatting

Clean, consistent, and professional layouts for reports and presentations.



Documentation Support

End-to-end support for business, admin, and compliance documents.

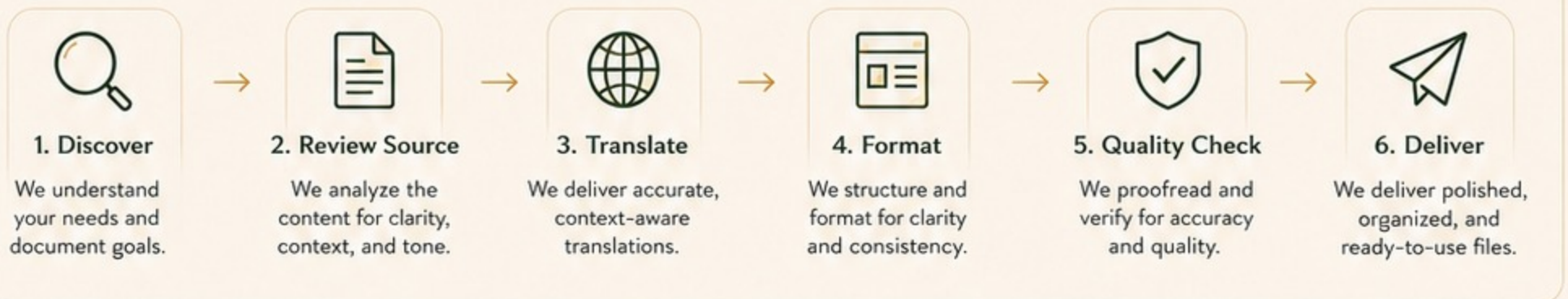
About STRIVE

Translation & Documentation Support

STRIVE helps businesses communicate with confidence across languages and platforms. We provide professional translation, proofreading, transcription, report formatting, and documentation support tailored to your needs. From multilingual content to organized file systems, we ensure your business communication stays clear, accurate, and professional every step of the way.



Our Workflow



The Impact We Create

-  **+60%** **Communication Clarity**
Clear, accurate messages that reduce misunderstandings and build trust.
-  **+45%** **Faster Documentation Turnaround**
Streamlined processes that save time and keep your projects moving.
-  **+98%** **Accuracy Review Standard**
Rigorous quality checks to ensure precision and reliability.
-  **+35%** **Productivity Improvement**
Well-organized documentation that helps your team work smarter.

What You Can Expect

-  **Accurate Translation**
Context-aware translations that preserve the meaning and tone of your message.
-  **Polished Documentation**
Professionally edited and formatted documents ready for clients, partners, or compliance.
-  **Consistent Formatting**
Clean, branded layouts that ensure consistency across all your materials.
-  **Organized Records**
Structured file systems and documentation support that keep everything easy to find.

Our Services Overview

Translation & Documentation Support

01



Document Translation

Accurate, context-aware translations across multiple languages.

02



Business Communication Translation

Clear and professional translation of emails, messages, and letters.

03



Transcription

Audio and video transcribed into clear, accurate text.

04



Proofreading & Editing

Grammar, spelling, and style refinement for polished content.

05



Report Formatting

Clean, consistent, and professional layouts for reports and presentations.

06



SOP & Process Documentation

Well-structured SOPs and procedures for smooth operations.

07



Meeting Notes & Summaries

Concise summaries and actionable meeting takeaways.

08



Spreadsheet & Data Documentation

Organized data records with clear labels and documentation.

09



File Organization Support

Structured filing systems for easy access and better workflow.

10



PDF / Word Document Support

Create, convert, and enhance documents in PDF and Word formats.

Work Samples

Bilingual Agreement



Transcript Summary



Structured Report



Organized File Pack





Clear Communication

Understand better. Work better.



Better Accuracy

Fewer errors. Stronger results.



Faster Delivery

On time. Every time.



Professional Presentation

Well-structured. Great impression.



STRIVE FREELANCING AGENCY • Precision Planning, Measurable Growth

03/10

Problems We Solve

Language gaps and messy documents
can slow business growth. We help fix both.



Language Barriers

Miscommunication
from poor translation
limits clarity and
damages relationships.



Unclear Documents

Vague or confusing
content leads to
misunderstandings
and errors.



Inconsistent Formatting

Irregular styles and
layouts make documents
look unprofessional.



Delayed Reports

Late or incomplete
reports slow decisions
and create missed
opportunities.



Disorganized Files

Unstructured folders
waste time and increase
the risk of lost
documents.



Poor Grammar & Spelling

Typos and grammar
mistakes weaken
credibility and
professionalism.



Missing Meeting Notes

No clear notes mean
lost action items and
poor follow-up.



Slow Document Retrieval

Hard-to-find files
delay workflows and
frustrate teams.

“ Clear language and organized documents build trust. ”

Before: Common Challenges in Action

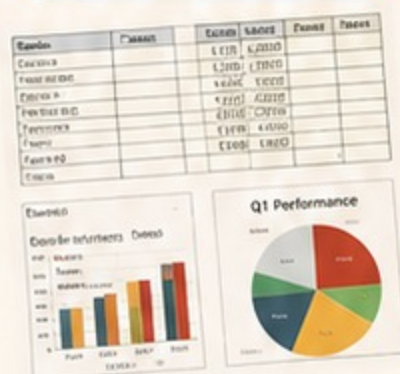
Untranslated Email

From: partner@company.ae
To: team@company.com
Subject: اجتماع الشراكة القادم

مرحباً،
يرجى مراجعة التفاصيل المرفقة
وتنطلق إلى ردكم.
شكراً.

Critical emails get lost
in translation.

Messy Report Format



Inconsistent layouts make
reports hard to read.

Scattered File System

My Drive		Date modified
01_Reports		2024-04-10
New Folder		2024-03-18
Documents		2024-02-25
Final Files		2024-01-05
Temp		2023-12-12
Old Stuff		2023-11-30
Client_Data		2023-10-21
Misc		2023-09-11

Files are everywhere,
nothing is easy to find.

Incomplete Meeting Notes

Project Update Meeting
Date: 5/10
Attendees: John, Sara, Ahmed

- Discuss Q2 plan
- Review budget
- Client feedback

Action Items:

- Follow up
- Send update

Missing details lead to
confusion and rework.

Our Process

A structured workflow for accurate translation
and organized documentation.



Clear Communication

Open, responsive, and transparent communication at every stage.



Organized Workflow

Structured processes that keep projects on track and information well-managed.



Timely Delivery

Commitment to deadlines with efficient planning and consistent progress.



Reliable Accuracy

Quality-focused approach to ensure precise and trustworthy results.

Project Brief

PROJECT BRIEF

Project Overview
Bilingual translation and documentation support for internal training materials.

Objectives

- Accurate translation with contextual clarity
- Consistent terminology
- Professional formatting

Target Audience
Internal teams and external partners

Deliverables
Translated documents, glossary, QA checklist, and final delivery pack

Deadline
May 20, 2025

Notes
Please follow the brand terminology and formatting guidelines.

Terminology Glossary

TERMINOLOGY GLOSSARY

Source Term	Target Term	Definition / Context
Compliance	الامتثال	Adherence to laws, regulations, and policies.
Confidentiality	السرية	Protection of sensitive information.
Documentation	التوثيق	Process of recording information in an organized manner.
Stakeholder	أصحاب المصلحة	Individuals or groups with an interest in the project.
Procedure	الإجراء	A series of steps to achieve a specific outcome.
Quality Assurance	تأكيد الجودة	Process to ensure standards and quality requirements are met.

QA Checklist

QA CHECKLIST

Content Accuracy

- Meaning is accurate
- Context is appropriate
- Terminology is consistent

Language Quality

- Grammar & spelling
- Punctuation
- Readability & clarity

Formatting & Structure

- Layout & alignment
- Headings & numbering
- Tables & figures

Final Review

- Cross-check completed
- Consistency verified
- Ready for delivery

Final Delivery Pack

FINAL DELIVERY PACK

Included Files

- Translated Document (EN-AR)
- Formatted Document (EN-AR)
- Terminology Glossary
- QA Checklist
- Project Brief

Format

PDF, DOCX

Notes

All documents are reviewed and ready for your use. We appreciate the opportunity to support your business.

Thank you!

Client Case Study 2

Export Business

PRECISION PLANNING, MEASURABLE GROWTH



CLIENT PROBLEM:

Product sheets, client emails, invoices, and shipping notes needed translation and professional structuring for international communication.



SERVICES PROVIDED:

- Business communication translation
- Product documentation
- Invoice formatting
- Multilingual summary reports
- File organization



PROCESS:

1. Content review
2. Terminology alignment
3. Translation
4. Formatting
5. Quality check
6. Delivery



RESULT:

- Smoother client communication
- Faster documentation turnaround
- Improved presentation

1 TRANSLATED PRODUCT SHEET

PREMIUM HERBAL TEA

Natural Ingredients. Quality You Can Trust.



Product Name	Premium Herbal Tea	شاي أعشاب فاخر
Net Weight	50g	الوزن الصافي
Ingredients	Green Tea, Mint, Lemon Grass, Chamomile, Natural Flavors	المكونات 50 جرام. الليمون، النعنع، الشاي الأخضر
Origin	Sri Lanka	سريلانكا
Shelf Life	24 Months	مدة الصلاحية
Storage	Store in a cool, dry place	التخزين اتفري في مكان بارد وجاف

2 INVOICE TEMPLATE



STRIVE
FREELANCING AGENCY

INVOICE

INV-2024-0725

Bill To:

Global Trade Solutions Ltd.
17 Oceanview Drive
Dubai, UAE
VAT: 100225430500003

Date: 25 Jul 2024

Due Date: 08 Aug 2024

Item	Description	Quantity	Unit Price (USD)	Amount (USD)
1	Premium Herbal Tea 50g	500 pcs	2.50	1,250.00
2	Organic Green Tea 100g	300 pcs	3.20	960.00
3	Chamomile Tea 50g	400 pcs	2.80	1,120.00
Subtotal				3,330.00
Shipping & Handling				170.00
Total (USD)				3,500.00

Thank you for your business!

Payment Terms: 50% Advance, 50% Before Shipment

3 MULTILINGUAL EMAIL SUMMARY

EN

Subject: Order Update & Documentation

Dear Team,
Please find attached the updated product sheets and invoice for your reference. Let us know if any changes are needed.

Best regards,
STRIVE Team

AR

الموضوع: تحديث الطلب والمستندات
مرحباً الفريق،
يرجى العثور على بيانات المنتج والفاتورة المحدثتين للمرجعة.
أعلمونا إذا كانت هناك أي تعديلات مطلوبة.
مع أطيب التحيات.
فريق ستراف

FR

Objet : Mise à jour de commande et documents
Bonjour l'équipe,
Veuillez trouver ci-joint les fiches produits et la facture mises à jour pour votre référence. Faites-nous savoir si des modifications sont nécessaires.
Cordialement,
Équipe STRIVE

4 ORGANIZED SHIPMENT FILE PACK

EXPORT_SHIPMENT_0725

- 01_Contracts & PO
- 02_Product Sheets
- 03_Invoices
- 04_Shipping Documents
- 05_Correspondence
- 06_Customs & Compliance
- 07_Summary Reports



Product_Sheet_EN.pdf



Product_Sheet_AR.pdf



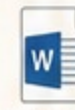
Invoice_0725.xlsx



Packing_List.pdf



Commercial_Invoice.pdf



Bill_of_Lading.docx



Certificate_of_Origin.pdf



Shipment_Summary.xlsx



45%

FASTER
COMMUNICATION
TURNAROUND



98%

DOCUMENTATION
ACCURACY



3x

EASIER FILE
RETRIEVAL



20+

FORMATTED
DOCUMENTS
DELIVERED

“



“STRIVE helped us communicate professionally across borders. Their translations, document formatting, and organization made our export process smoother and our business communications more effective.”

— Daniel K.
Export Manager
Global Trade Solutions Ltd.

CLIENT CASE STUDY 3

Healthcare & Wellness Clinic

Professional documents. Better care. Stronger trust.

? CLIENT PROBLEM

Patient information forms, appointment notes, internal records, and bilingual support documents were inconsistent and hard to maintain.

📋 SERVICES PROVIDED

- Document Translation
- Appointment Note Summaries
- Proofreading
- Patient File Formatting
- Documentation Support

⚙️ PROCESS

- 1 Collect documents
- 2 Translate key content
- 3 Format templates
- 4 Proofread
- 5 Organize final records

📈 RESULT

More professional records, clearer communication, and better document consistency across all patient files.

BILINGUAL PATIENT FORM

Patient Information | معلومات المريض

Full Name	الاسم الكامل
Date of Birth	تاريخ الميلاد
Phone Number	رقم الهاتف
Email	البريد الإلكتروني
Address	العنوان
Emergency Contact	جهة الاتصال للطوارئ
Medical History	التاريخ الطبي
Allergies	الحساسية
Current Medications	الأدوية الحالية
Preferred Language	☐ English ☐ العربية

Thank you for choosing our clinic.
شكراً لاختياركم عيادتنا

APPOINTMENT SUMMARY

Patient Name: _____
Date: _____
Visit Type: _____

Summary | ملخص الزيارة

- Chief Complaint | الشكوى الرئيسية
- History | التاريخ
- Assessment | التقييم
- Plan | الخطة

Next Steps | الخطوات التالية

Provider Signature
توقيع مقدم الرعاية

FORMATTED REPORT

 WELLNESS CLINIC
PATIENT REPORT

Patient Name: _____
Report Date: _____

Overview
This report outlines the patient's visit findings, assessment, and care plan.

Findings

Assessment

Plan & Recommendations

CONFIDENTIAL | سري

ORGANIZED DIGITAL FOLDER SYSTEM

≡ Patient Records > 🔍 🗂️ ⋮

- > 01_Registration
- > 02_Medical_History
- ▼ 03_Appointments
 - 📄 2025-05-01_Summary.pdf
 - 📄 2025-05-15_Summary.pdf
 - 📄 2025-05-29_Summary.pdf
- > 04_Lab_Results
- > 05_Treatment_Plans
- > 06_Communications
- > 07_Billing & Insurance
- > 08_Other_Documents



90%
Organized
Records

Consistent and easy
to access.



40%
Faster

Document Handling
Reduced time in
manual processing.



**Improved
Clarity**

Better communication
between staff and
patients.



15+
Hours Saved
Monthly
More time for
patient care.



CLIENT TESTIMONIAL

"STRIVE transformed our paperwork into a clean, professional system. Their translations are accurate, the summaries are clear, and our staff can finally find what they need, when they need it."

— Clinic Manager, Wellness & Healthcare Center



Client Case Study 1

SaaS Startup

Targeted prospecting. Verified contacts. Faster outreach.



CLIENT PROBLEM

The client struggled to identify and reach decision-makers at seeded and Series A SaaS companies. Their internal list was outdated, incomplete, and resulted in low reply rates.



SERVICES PROVIDED

- Lead Generation & Data Scraping
- Email Finding & Verification
- ICP Building & List Segmentation
- Data Cleaning & Enrichment
- Weekly Reporting & Insights



PROCESS

- 1 Defined Ideal Customer Profile (ICP)
- 2 Sourced & scraped targeted prospects
- 3 Verified emails & enriched data
- 4 Segmented leads by role, industry, and size
- 5 Delivered clean, ready-to-use lead lists with weekly updates



RESULT

The client experienced a significant improvement in outreach efficiency and response rate within the first month using our verified, targeted data.

ICP / Company Criteria Sheet

Industry	SaaS, Cloud Software, DevTools, AI Infrastructure
Company Size	10 - 200 Employees
Location	North America, Europe, Australia
Funding Stage	Seed to Series A
Technologies	AWS, GCP, Docker, Kubernetes, React
Job Titles	Founder, CEO, CTO, Head of Growth, VP Sales
Intent	Actively hiring, launching, or raising



Lead List Sample

Name	Title	Company	Industry	Location	Employees
Sarah Johnson	CTO	CloudNova	Cloud Software	San Francisco, USA	51-100
James Carter	Founder	Deployfy	DevTools	Austin, USA	11-50
Emily Davis	Head of Growth	ScaleOrbit	SaaS	Toronto, Canada	51-100
Michael Lee	CEO	MetricFlow	Analytics	London, UK	11-50
Daniel Kim	Co-founder	InfraSeed	Infrastructure	Sydney, Australia	11-50

Verified Email Tracker

Total Leads Processed	Emails Found	Verified	Accuracy Rate	Invalid / Catch-all
2,543	2,312	2,103	91%	209
Verification Progress				91%

Weekly Report Summary

New Leads Added	Emails Verified	Reply Rate	Meetings Booked
612 ▲ 18%	556 ▲ 16%	23.7% ▲ 8%	17 ▲ 21%
Top Industries		Top Titles	

Client Feedback

“ Strive delivered exactly what we needed—clean, verified leads that actually convert. Our outreach is now faster, smarter, and way more effective.

— Mark Thompson
CEO, CloudNova



2,500+
Leads Sourced



91%
Email Accuracy



40%
Faster Outreach
Preparation



12+
Hours Saved
Weekly

Work Samples / Screenshots

Real examples. Real clarity.

01 Bilingual Contract

EMPLOYMENT AGREEMENT

This Employment Agreement ("Agreement") is made and entered into on this day by and between:

Employer: Strive Consulting LLC

Employee: _____

Position: _____

The Parties agree to the following terms and conditions:

1. Position & Duties

The employee shall perform all duties and responsibilities assigned by the employer, including but not limited to:

2. Compensation

The employee shall be compensated for their services as follows:

عقد عمل

هذا العقد عمل بين الطرفين المذكورين أعلاه، الموقع في _____ بتاريخ _____.

الموظف: _____

الموقع: _____

يتفق الطرفان على الشروط والأحكام التالية:

1. المنصب والواجبات

سيؤدي الموظف جميع المهام والمسؤوليات التي يحددها صاحب العمل، بما في ذلك:

2. التعويض

سيتم تعويض الموظف عن خدماته على النحو التالي:

02 Translation Tracker

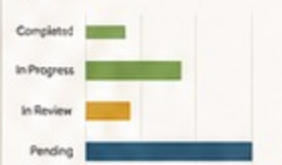
TRANSLATION TRACKER

ID	Project	Source	Target	Status	Progress	Due Date
001	Employee Handbook	EN →	AR	In Progress	75%	May 30
002	Marketing Brochure	EN →	AR	Completed	100%	May 5
003	Client Agreement	EN →	AR	In Review	90%	May 12
004	Privacy Policy	EN →	AR	In Progress	60%	May 15
005	Training Manual	EN →	AR	Completed	100%	May 8

Overall Progress



By Status



03 Meeting Transcript Summary

Project Kickoff Meeting

Date: May 2, 2025

Attendees: Team A, Team B

Summary

The meeting covered project objectives, timelines, and key deliverables.

Key Points

- Define project scope and milestones
- Assign responsibilities
- Set communication cadence

Action Items

Task	Owner	Due Date
Share project brief	Team A	May 5, 2025
Confirm deliverables	Team B	May 7, 2025
Schedule follow-up	Team A	May 9, 2025

04 Report Formatting Sample

EXECUTIVE SUMMARY

This report provides an overview of the project performance, key findings, and recommendations.

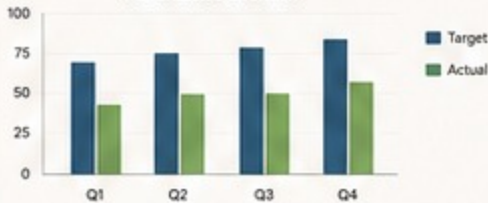
1. OVERVIEW

The project was initiated to improve operational efficiency and enhance client satisfaction.

2. KEY FINDINGS

- Significant improvement in response time.
- Increased client engagement.
- Areas for further optimization identified.

Performance Overview



05 Client Feedback



★★★★★

"Excellent work! The translation was accurate, and the delivery was on time. Highly professional."

– Sarah M., HR Manager



★★★★★

"Clear communication and great attention to detail. Our documents look perfect."

– Ahmed R., Operations Director



★★★★★

"Reliable, responsive, and truly understood our needs. Will work with again!"

– Lina K., Marketing Lead

06 Organized Document Dashboard

My Drive			
	Name	Owner	Last modified
Shared with me			
Recent	01 Contracts	me	May 2, 2025
Starred	02 Reports	me	May 1, 2025
Trash	03 Translations	me	Apr 30, 2025
	04 Presentations	me	Apr 28, 2025
	05 SOPs	me	Apr 27, 2025
	Project Overview.docx	me	May 2, 2025
	Client Agreement.pdf	me	May 1, 2025
	Meeting Notes.docx	me	Apr 30, 2025
	Report Q1.xlsx	me	Apr 29, 2025

Tools We Use



Microsoft Word



Google Docs



Excel



Google Sheets



PDF Tools



Notion



Google Drive



Grammarly



Reporting Tools



Communication Tools



Results & Testimonials

Real support. Real results.



BEFORE

- Weak identity
- Inconsistent creatives
- Outdated marketing materials
- Unclear visual hierarchy
- Low brand recall

VS

AFTER

- Stronger branding
- Organized creative system
- Premium presentation
- Consistent visual communication
- Measurable growth



12+

Hours Saved
Per Week



3x

Better Brand
Consistency



70%

Faster Creative
Workflow



100%

Organized
Brand Assets



45%

Better Visual
Engagement

GROWTH OVER 8 WEEKS



Consistent strategy. Steady growth. Real impact.

CREATIVE MIX BY CATEGORY



*Balanced creativity.
Strategic impact.*



CLIENT CHAT

★★★★★

"STRIVE completely transformed our brand presence. The designs are modern, clean, and exactly what we needed!"

— Sarah M., Founder



CLIENT EMAIL

★★★★★

"Professional, responsive, and incredibly creative. Everything was delivered on time and exceeded expectations."

— James T., Marketing Director



PROFESSIONAL REVIEW

★★★★★

"STRIVE brings strategy and creativity together flawlessly. Highly recommended for any business looking to grow."

— LinkedIn Recommendation



Thank you for trusting STRIVE.