

JOSEPHINE UCHE-OBASI U.

EDITOR | TRANSLATOR | TRANSCRIBER | INTERPRETER

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SUMMARY

A seasoned freelancer and native speaker, with vast experience in transcription, translation, interpretation, and proofreading of English (US & UK) to Igbo and Pidgin Nigerian languages. A team-lead of native speakers and professionals of Yoruba, Hausa, Swahili, Sotho, Oromo, and other African languages to English (US & UK) language pairs. Having a proven ability to collaborate onsite and virtually with clients in various time zones, delivering quality work within the shortest possible turnaround time.

WORK EXPERIENCES

Editor, Transcriber, Translator, and Interpreter. Freelancer. January 2016 - Date
(Christian Lingua, Localize Africa, ProZ.com, Gotransparent, MagnonSancus, Verbolab)

Editing/Proofreading Roles: Proofread over 1 million words of renowned Christian podcasts and other fields from English to Nigerian Pidgin and Igbo translations. Ensuring all typographical, vocabulary, grammar, semantics, style, and punctuation errors are trashed, same time, comparing it to the source language to ensure the original content is rendered accurately in the target language. Contribute to editorial brainstorming, create, and maintain glossaries, terminology, research, and style guides to support project managers.

Translation and Interpretation Roles: Translation and interpretation of English into all Nigerian and African language pairs with a specialty in translating podcasts, other media, eBooks, interviews, research, academics, business/commerce, adverts, food and drink, marketing, and other content. Experienced in the use of CAT tools such as OmegaT and Matecate. Expert in translating audio, video, and documents to clients' desired format.

Transcription Duties: Transcribe audio and video recordings to text files. Accurately transcribe both Verbatim and non-Verbatim recordings of more than two speakers with time-stamping and notation tags within the possible TAT. Proficient use of transcription software such as Express Scribe, LOFT 2.0, Shujiajia, Audacity, and more.

Project Administrative Assistant. May 2008-October 2015
Mobil Producing Nigeria, Unlimited. (Contracted by Baklang Consulting Ltd.)

Administrative and Document Control Duties: Effective calendar management, meetings, minutes of meetings, transcription, and follow-up. Coordinates correspondences, offsite events, refreshments, local and international travels, logistics, and accommodation. Collates and follows up on project and safety reports. Executes procurement expense claims. Effectively implemented company standards on project document transmission, numbering specification, and update of correspondence registers. Conversion of project deliverables into PDF and other formats. Electronic transfer of documents to and from Contractors. Ensures that approved documents and drawings to be transmitted meet Company standards. Creates a standard filing procedure and updates project files and document registers for easy tracking.

EXPORT/MARKETING EXECUTIVE.

K. C. VENTURES

2015-2016

Duties: Develops marketing strategies to generate leads. Ensures goods meet international standards. Identifies and follows up on potential foreign buyers. Serves as an intermediary between foreign buyers and the company. Provides effective market research and analysis of various countries for cost and price negotiations. Works with export agents to ensure compliance with all export/fret documentation.

VOLUNTEER EXPERIENCE (Transcriptionist HRCC Church, Nigeria, Jan. 2022-Date)

Transcribes church sermons from audio and video clips to text and proofread for publishing. Type, format, and save hand-written notes. Strategized and prepared weekly Sunday School lessons. Coordinates the translation of podcasts, eBooks and media content from English to other Nigerian and African languages for publishing.

EDUCATION AND GRADE

[2002-2006] HND, Secretarial Administration (DISTINCTION)

Federal Polytechnic, Oko, Anambra State

PROFESSIONAL QUALIFICATIONS & COURSES

[2023] Translation in Practice. Nanjing University.

[2023] International Organizations for Interpreters. The University of Geneva.

[2022] Virtual Assistant Course. African Leadership (ALX Africa)

[2022] Transcription Courses. Skillshare and Udemy.

[2013] Documentation/Document Control Course. Document Management Institute (DMI)

[2010] Project Management Professional Course. Exact Order Consulting Ltd.

[2008] The Nigerian Institute of Management Graduate Membership (NIM)

LANGUAGE SKILLS

English-Fluent, Native-Igbo and Pidgin, Hausa, Yoruba, Izzi, Fulfulde, Isoko, Ibibio, Kwale, Swahili, Sotho, Oromo, Ewe, Kenya, Ghanaian, Urdu, and other African languages.

SKILLS

CAT Tool: Trados SDL, Matecat, Loft 2.0, Shujijia, and Express Scribe, 60 WPM typing speed. Google workspace - Docs, Sheets, Slides, Drive, Forms, Calendar, Translate, Meet. Slack, Zoom, and Discord. Microsoft Office Suite, Pdf. Proficient in transcribing, translating, and interpreting English to Nigerian and African language pairs. Excellent in project management, enhanced listening ability, excellent oral and written communication, exceptional attention to detail, proofreading, excellent team-lead, confidentiality, multi-tasking, research, data analysis, and proper time management.

INTEREST

Learning relevant skills.