**NKUANDU EMMANUEL**

***Born on August 11, 1983***

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**Translator**

***English, French and Chinese***

**PERSONAL SUMMARY**

A multi-skilled, reliable & talented translator with a proven ability to translate written documents from a source language to a target language. A quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds. Well mannered, articulate & fully aware of diversity & multicultural issues. Flexible in the ability to adapt to challenges when they arise & at the same time remaining aware of professional roles & boundaries.

Would like to work as a translator for a successful and ambitious company that offers great opportunities for career development and progression.

**education**

***Sept. 2003 – Jul. 2008*: SOUTHERN YANGTZE UNIVERSITY**

**Bachelor in Software Enginering**

**PROFESSIONAL EXPERIENCE**

1. **December 2010 – Present : CWE (China International Water and Electric Corporation) English, French and Chinese Translator:**

**Duties**:

* Liaising with clients to discuss any unclear points. Providing guidance & feedback & creating customer-specific style guides.
* Translation of documents/letters from a Chinese to English/French & vice versa.
* Revising more junior translators' translations.
* Conducting face-to-face interpreting.
* Telephone interpreting.
* Supporting the translation team with other projects when necessary.
* Retrieving articles from newspapers, magazines & the internet & translating them into English/French.

**Key skills and competencies**

* Familiar with translation software tools.
* Able to fluently speak French, English and Chinese.
* Excellent communication and social skills.
* Able to work to tight deadlines.
* Highly skilled in Word, Excel and Microsoft Outlook.
* Willing to travel and able to work under pressure.
* Able to prioritise work.