

IDENTIFICATION

DANG NKOUE Pascaline

Born: 01/22/1988 at Eboman

Nationality: Cameroonian

Matrimonial situation: single

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ACADEMIC BACKGROUND

January 2012- July 2012

Professional Training Center of the Lasallians Volunteers Association of Cameroon

Training in secretary

2006 – 2007

University of Yaounde II Soa, Advanced Level +2 years in law

2004 – 2005

Bilingual High School of Mbalmayo, Advanced level in French, English and German

PROFESSIONAL EXPERIENCES

02/2017-09/2017

Customer service agent at UNICOM

Live chat customer service management, mail management, calls management

2015-2017

Freelance translator at LINGOSAUR (Europe)

Translate documents from English to French and vice versa

Freelance translator at TRANSLATE.COM (France)

Translate documents from English to French and vice versa

Freelance translator at SMARTCAT

Translate documents from English to French and vice versa

April 2015 –February 2016

secretary/Interpreter/Translator at SURUNI IMMOBILIER

Reception and customers management, administrative documents typing, calls

responding, scans, photo copies, management of the director's diary

Yaoundé, Bastos

07/15/2014- 02/15/ 2015

Secretary/Interpreter/Translator at ZION CHAPEL

Reception and customers management, administrative documents typing, scans, photo copies,

management of the director's diary, interpretation of preaching in the church and on the TV Programs, calls responding Yaoundé, Mimboman

03/2013- 11/ 2013

Secretary in a CYBER

Documents

typing, scans, photo copies, management of phone and internet customers
Yaoundé, Manguier

07/2010- 05/2011

Secretary-Receptionist/Interpreter/Translator at COMINADA Reception and customers management, administrative documents typing, scans, photo copies, management of the director's diary, interpretation of preaching in the church and on the TV Programs, calls responding Yaounde Pont de la Gare

LANGUAGES

French: excellent

English: mother's tongue

COMPUTER AND INTERNET KNOWLEDGE

Word, Excel, PowerPoint, Gmail, facebook, Skype, Yahoo, hotmail, outlook.

REFERENCES

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