



Koffi Mawulolo Mahouna

Translator & Conference Interpreter
QA Checker – Reviser – Proofreader – Transcriber – Subtitled
(English - French)
Part-time Lecturer of Translation (University of Kara)

PROFESSIONAL BACKGROUND

SUMMARY

I am a professional translator, editor, proofreader, conference interpreter, with more than five (5) years of experience. With a Master Degree in Translation Studies, my excellent drafting skills, coupled with my sound and proven editing and proofreading skills, I provide high-quality language services from English into French. My qualities include professionalism, adaptability, confidentiality, discretion, analytical thinking, problem-solving, attention to details, strict adherence to ethics, ability to stay well focused while working under pressure, and, above all, meeting of deadlines.

PERSONAL INFORMATION

Nationality: Togolese

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SERVICE OFFERED

Translation, interpretation, editing, post-editing, proofreading, transcription, subtitling, localisation.

HOBBIES

Reading
Sport (Cycling)

EXPERIENCE WITH INTERNATIONAL ORGANISATIONS

LES NATIONS UNIES

- **ICTD (The International Centre for Tax and Development)** (June 2020 to date): Freelance Blog Translator
Position: Translator of blogs on tax policy and administration (freelance)
- **UNOCHA** (May 2020 to date): Crisis Preparedness Guide for Staff and Families
- **UNITAR** (June 2020): FemWise Introductory Online Course (Position: Translator/Editor).
Position: Translator/Editor
- **UNDP** (March 2020): Project for Social Stabilisation and Prevention of Radicalisation and Violent Extremism in CAR
Position: Translator/Editor
- **UNODA** (November 2019): African Union/United Nations Joint Support for September 2020 Africa Amnesty Month (SeptAAM2020)
Position: Translator/Editor
- **UNREC** (August 2019): (1) International Ammunition Technical Guideline (IATG) [Modules 07.10; 09.10; 12.10]
Position: Translator/Editor;
(2) International Ammunition Technical Guideline (IATG) [Modules 01.60; 01.80; 03.40; 03.40]
Position: Editor

AFRICAN UNION

- **December 2019:** Draft Report of the Peace and Security Council on Its Activities and The State of Peace and Security in Africa.
Position: Translator
- **September 2019:** Press Statement PSC Meeting Open Session on women 17 October 2019 OSE
Position: Translator

EXPERIENCE AT THE NATIONAL LEVEL

- **August 2020 to October 2021:** Translator/Interpreter/Administrative Assistant at ARISE IIP/PIA Togo
- **May 2020 to date:** Part-time Lecturer of Translation at the University of Kara (Two courses)
- **February 2020 to date:** Part-time Business English Teacher at Gathe Works Consulting

REFERENCES

- **M. Gilles Éric Foadey:** Translator and Conference Interpreter at the African Union Commission.
Tel.: +251 90 264 5416
E-mail: sikavi2022@gmail.com
- **Mr. Elolo Kofi Kumodzi:** UN Retired Conference Interpreter and Translator; member of AIIC.
Tel: +228 90 040 493
Email: kelolo@kumodzi.com
- **Dr. Komi Begedou:** Translator and Conference Interpreter, Lecturer at the University of Lomé; Director of CA.TRA.P
Tel.: +228 90 006 188
E-mai : komi.begedou@gmail.com

- **January 2020:** French Interpreter during the Summit of Lomé on Drug Trafficking and Counterfeit Medicines (Lomé Initiative).
Achievements: Translation of documents from English into French; transcription of videos to be presented; interpretation from English into French.
- **2015-2017:** Translator/Editor/Interpreter and Operations Manager at Maritime Security Services West Africa (MSS West Africa).
Achievements: Translation and editing of documents in various fields; interpreting from English into French (vice-versa). Chief maritime security operator and operations manager; management of the operation room; training and supervision of a team of 10 operators.

FIELDS OF EXPERTISE

General fields: International relations; Politics; Literature

Technical fields: Legal; Finance; Military; Medical; ICTs; Marketing; Building and Constructions; Football; etc.

EDUCATION

2017-2019: Joint Master of Arts in Translation Studies from the Advanced School of Translators and Interpreters (ASTI) of the University of Buea and the Pan African University (Cameroon).

2010-2014: Bachelor of Arts in English Language (literature/linguistics), University of Lomé (Togo).

2007-2010: Baccalaureate Degree (Literature and Philosophy) from Sogbossito High School (Togo).

TRAINING AND PRACTICUM

- **May 25: YALI (Young African Leaders Initiative)** Programme with a focus on Public Policy and Management (14th Cohort).
- **September-October 2018: Professional internship in translation** at Translation and Interpretation Best Solutions (TIBESTSOLUTIONS)/Buea, Cameroon.
- **June-September 2013: Training in ICTs** at “ORECTECH”/Lomé, Togo.

WORKING LANGUAGES

French: Native (Speaking, reading, writing, comprehension: Excellent)

English: Advanced (Speaking, reading, writing, comprehension: Excellent)

SOFTWARE EXPERTISE

Excellent command of:

- The Microsoft Office (Word, Excel, PowerPoint, Publisher)
- Various operating systems (Windows, Linux, Android, iOS.)
- Various computer-assisted translation (CAT) tools (MultiTrans, Memsource, SDL Trados, Wordfast, MemoQ, SmartCart, etc.)
- Various mailing tools (Gmail, Yahoo, Outlook, etc.)
- Various terminology databases the UN Editorial Manual