**CURRICULUM VITAE**

**MEKAELI KOFFI KUATEWO**

**TRANSLATOR**

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**SUMMARY**

I am a disciplined and multi-skilled translator with a proven ability to translate written documents from English to Ewe and vice versa. An optometrist by profession and a native Ewe speaker, I can communicate clearly and effectively with people from all social and professional backgrounds. I would like to work as a freelance translator for a successful and ambitious company.

**PERSONAL INFORMATION**

Nationality: Ghanaian

Date of Birth: 10th February, 1989

Gender: Male

**EDUCATIONAL BACKGROUND**

**2010-2016** Doctor of Optometry (OD)

Kwame Nkrumah University of Science and Technology, Kumasi

**2006-2009** West African Senior School Certificate Examination (WASSCE)

Klikor Secondary Technical School, Klikor (Volta Region)

**2003-2006** *Baccalauréat S*é*rie C* (A-level, Science option)

Collège Protestant de Lomé Tokoin, (Togo)

**WORK EXPERIENCE**

**December 2016 to date:** I worked as a freelance Ewe translator for a number of outsourcers and companies. My work involved translating materials from English to Ewewhile ensuring that the finished converted documents relay the intended message as clearly as possible. I also did revision work on translated files.

**Companies worked for:**

LocalizeAfrica: February 2018-April 2018; translation of clinical study files from English to Ewe. Revision of files translated by other translators (HESTIA 3 and HESTIA 4 Projects)

Future Group Translation Services: December 2017-January 2018; short translations from English to Ewe.

**July 2015-August 2015** I volunteered as an Ewe interpreter while doing my clinical attachment at Volta Regional Hospital in Ho. My work involved interpreting a doctor’s utterances from English to Ewe during patient education sessions and converting medical jargon into Ewe expressions that can be easily understood by patients.

**2007-2010** I worked as a volunteer for a religious group that teaches people how to read and write Ewe.

**LANGUAGES**

**English:** Advanced level;excellent reading, writing and speaking capacity

**Ewe**: Native; excellent reading, writing and speaking capacity

**French**: Advanced level; excellent reading, writing and speaking capacity

**SKILLS**

* Good communication an social skills
* Ability to work to tight deadlines
* Ability to prioritize work
* Ability to teach
* Highly skilled in Wordfast, Microsoft Word, Excel and Power point

**INTERESTS**

Travelling and reading

**REFEREES**

* Mr. Prince Agyei

Freelance translator

prince\_kwesi@yahoo.com

* Mr. Mensah Samtu

Instructor

Alliance Française d’Accra

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