|  |  |  |
| --- | --- | --- |
| PROFILEI am a freelance translator. Born and raised in a French speaking Country, I am based in Accra, Ghana. I hold a graduate diploma focused in Business Management with 3 years of experience and have continued to actively work in the field of translation since 2018.ADDRESSF801 Salvation RoadOsu, Accra GHANAContactPHONE:+233553208365+233500750196EMAIL:pindiahavi@gmail.comHobbiesBaking pastriesReading novelsJogging**SKYPE ADDRESS**:Astrid Crystal**LANGUAGES:**French: Mother TongueEnglish: FluentSpanish: Fluent |  | **AStrid pindi-ahavi makessi**FREELANCE TRANSLATOR / INTERPRETATIONEDUCATIONAssociation Business Executives of London (United Kingdom)2014 - 2015Graduate Diploma in Business Management (level 6)Association Business Executives of London (United Kingdom)2013 - 2014Diploma in Business Management (level 5)Distinction in Managerial accounting Association Business Executives of London (United Kingdom)2012 – 2013Certificate in Business Management (level 4)**Groupe Loko College (Côte d’Ivoire)**2009 - 2011Banking and Finance-Insurance1st year (uncompleted cursus)**OMAR BONGO University (GABON)**2009 - 2007First year – geography faculty**Lycée National Léon M’ba – SHS (Gabon)**2007Obtainement of “ Baccalaureat série A1”**Lycée National Léon M’ba – SHS (Gabon)**2004 – 2007**Collège Calasanz** 2004 WORK EXPERIENCEFreelance Translation – Interpretation Jan. 2018 - till date* Translation of written and verbal communication in English, French and Spanish
* Transcription, Subtitling, Editing
* Voice over Talent

Kantar / Millward Brown December 2017 Translation & Coding of Project Informations 57 Agency ( Senior Manager / interpretation & translation)Aug. 2016 – Apr 2017* Created a database of (potential) clients that helped forecast demands and reduced the response time of client queries by 30%.
* Established a personalized approach to the client that increased the advertising of the company 5 times more as well as increased revenues.
* Persuaded the management to implement a non- financial reward of 15% of the paycheck in order to align and maintain the right staff to the work.
* Monitored the interpreters’ behavioral pattern to identify problems and come up with solutions and achieve goals 2 times more efficiently than the previous year.
* Initiated the recruitment of adequate interpreters outside Ghana for contracts that are to be performed out of the country and enhance cost savings of foreign contracts by 50%.
* Utilized technology effectively to increase customer satisfaction and retention.
* Helped in the development of strategies with the superiors.

  Universal Kollection College (Administrative Officer)2015 – 2016* Performed day to day activities an ensured the productivity of the office (operationalizing policies, taking minutes of meetings).
* Facilitated and organized meetings, conferences and other special events as appropriate and serve as primary point of administrative liaison with other offices and staff.
* Provided assistance in the understanding and interpretation of foreign documents in French and Spanish that resulted in an increasing the number of foreign students by 60%.
* Managed petty cash and also planning and monitored expenditures according to the budget.
* Managed the front office by receiving incoming calls, maintaining calendars, screening incoming correspondence.
* Performed miscellaneous job related duties as assigned.

 SKILLS |

\*