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| PROFILE  I 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. ADDRESS F801 Salvation Road  Osu, Accra GHANA Contact PHONE:  +233553208365  +233500750196  EMAIL:  [pindiahavi@gmail.com](mailto:pindiahavi@gmail.com) Hobbies Baking pastries  Reading novels  Jogging  **SKYPE ADDRESS**:  Astrid Crystal **LANGUAGES:** French: Mother Tongue  English: Fluent  Spanish: Fluent |  | **AStrid pindi-ahavi makessi**  FREELANCE TRANSLATOR / INTERPRETATION EDUCATIONAssociation Business Executives of London (United Kingdom) 2014 - 2015  Graduate Diploma in Business Management (level 6) Association Business Executives of London (United Kingdom) 2013 - 2014  Diploma in Business Management (level 5)  Distinction in Managerial accounting Association Business Executives of London (United Kingdom) 2012 – 2013  Certificate in Business Management (level 4)  **Groupe Loko College (Côte d’Ivoire)**  2009 - 2011  Banking and Finance-Insurance  1st year (uncompleted cursus)  **OMAR BONGO University (GABON)**  2009 - 2007  First year – geography faculty  **Lycée National Léon M’ba – SHS (Gabon)**  2007  Obtainement of “ Baccalaureat série A1”  **Lycée National Léon M’ba – SHS (Gabon)**  2004 – 2007  **Collège Calasanz**  2004 WORK EXPERIENCEFreelance Translation – InterpretationJan. 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 |

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