**AREAS OF EXPERTISE**

 *Translation*

*Post-editing*

*Proofreading*

**PROFESSIONAL**

*Crowdsourcing translator*

*Certificate of Proficiency in English*

**PERSONAL SKILLS**

*Detail oriented*

*Well organized*

*Friendly*

**Dan Afidegnon**Translator

**PERSONAL SUMMARY**

A bilingual, reliable and talented translator with a proven ability to translate written documents from a source language to a target language. A quick learner who can absorb new ideas and can communicate clearly and effectively with people from all social and professional backgrounds. Well mannered, articulate and fully aware of diversity and multicultural issues. Flexible in the ability to adapt to challenges when they arise and at the same time remaining aware of professional roles and boundaries.

Would like to work as a translator for a successful and ambitious company that offers great opportunities for career development and progression.

**WORKING EXPERIENCE**

***Smartcat.ai***

TRANSLATOR Feb 2018 – Present

With over 10 years of experience offering translations services. Successfully delivered 29 projects with over 120,000 words word count from English to native French.

***Enterprise Soft Sol. Inc. (ESSIT INC)***

FRENCH LANGUAGE SPECIALIST Aug 2017 - Present

Providing linguistic review and translation services on project basis.

***Kickwords International***TRANSLATOR March 2017- Present

Working as a freelance translator. In charge of converting written material from English to native French for client.

***Csoft International, Beijing China***LINGUIST January 2016- Present

Working as a linguist for a translation agency providing translation and proofreading services to client. ***Z-Axis Tech Solutions Incorporated At Cisco***

QUALITY TESTER 2015- 2016

Providing screenshot, live testing and proofreading of content for client.

**PERSONAL DETAILS**

*Dan Afidegnon*

*G239 St Peters*

*Accra- Ghana*

*T: +233 (0) 243659799*

*M: +233 (0) 203403608*

*E:* *dan.afidegnon@gmail.com*

***Mena Translation Services***

TRANSLATOR December 2015-Present

Ensuring translated texts convey original meaning and tone. 40,000 plus words completed up to date.

***EASL-ALEH Clinical Practice Guidelines: Non-invasive tests for evaluation of liver disease severity and prognosis***

TRANSLATOR March 2016

33,000 words translation project of clinical documents from English to French.

***Valuepoint Knowledgeworks Pvt. Ltd.***

TRANSLATOR August 2015 –Present

Translating general and IT related documents from English to French. Involved converting documents and articles from one language into another and ensuring that the finished converted articles relay the intended message as clearly as possible.

 ***ISO Translations***

TRANSLATOR September 2013 – Present

 **Duties:**

* Researching legal & technical phraseology to ensure the correct translation is used.
* Translation of documents/letters from English to French & vice versa.
* Reviewing and proofreading mother-tongue text.
* Checking test translations of new translators.

***UpWork (Formerly oDesk)***

TRANSLATOR January 2008 –Present

Top rated provider with a 100% job success working with various project teams on providing quality translation (English > French) as well as content creation, transcription and website quality testing.

**KEY SKILLS AND COMPETENCIES**

* 8+ years of experience as a Translator/Proofreader
* Familiar with translation software tools (Trados Word, Wordfast, GTT, SDL, MateCat, SmartCat)
* Excellent knowledge in French and English language.
* Excellent communication and social skills.
* Willing to travel and able to work to tight deadlines.
* Proficiency in Microsoft Word and Excel, HTML, Adobe Acrobat Pro and common content tools.
* Able to prioritise work.

**ACADEMIC QUALIFICATIONS**

Diploma in Web Design

**Alison** 2016

Diploma in English Language and Literature

**Alison** 2013-2014

Microsoft Certified Systems Engineer (MCSE)

**NIIT-Ghana** 2007-2010

*Certificate of Proficiency in English*

**ICPS-Ghana** 2006-2007

*A’ Level French & Philosophy*

**Presby College** – Lomé Togo 2003-2005

**REFERENCES**

***Spanache Ana Mihaela*** *(Recruitment Manager - ISO Translations) - info[at]isotranslations.com*

***Richard Cooke*** *Writer
rgcooke[at]gmail.com*