

EMAO VANESSA CYNTHIA MARLENE GNONSIOHOUE

Translator, Interpreter, Transcriptionist

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Objectives

I believe success can only be achieved through following excellence. Therefore, my goal is to provide high quality translation and interpretation to private and public audience. Rise up the image of language education in English speaking countries and Francophone communities. Mastering French and English language to simplify complex problems for both individuals and corporate bodies.

Experience

Front Desk Manager ▪ April 2020 – November 2021

Communaute Ebene du Ghana Limited ▪ Accra, Ghana

- Translated verbal and written communications from English to French
- Completed backlog and written translations and data entry into digital database
- Created new system for filing and delivering time-sensitive documents to personnel

Financial Accountant ▪ November 2017 – December 2019

Center for Languages and Professional Studies ▪ Accra, Ghana

- Completed a course in Business administration, office management, financial accounting, banking & finance, business communication and business law

Marketing & Sales Agent ▪ February 2016 – September 2017

Adjame Cosmetics Limited ▪ Cape Coast, Ghana

- B2B distribution of male and female cosmetic products

Office Assistant ▪ January 2013 – November 2015

Tomorrow Magazine ▪ Abidjan, Côte d'Ivoire

- Served as front desk attendant, including answering phone calls, welcoming visitors, scheduling meetings and maintaining front lobby
- Completed management of information into digital database
- Helped plan and execute the company's holiday trips and outings for personnel
- Organized and coordinated workshops for the programs organized by the company

French tutor ▪ October 2011 – November 2012

Winners Elementary School ▪ Abidjan, Côte d'Ivoire

- Completed tutoring and administration of academic curriculum to elementary school students

Skills

- Creative writing, translating, interpreting, client Service, analytical thinking, public speaking, flexibility, initiative, financial skills
- Fluent in English and French □□□□□□
- Ability to adapt to new environments □□□□□□
- Effective communication in language translation and interpretation □□□□□□□
- CAT Tools (MemoQ 2015, 9.1 & 2019 & SDL Trados Studio 2015, 2017 & 2019) □□□□□□□□
- Internet and computer skills □□□□

Education

CELPs (Center of Languages and Professional Studies)

December 2019 ▪ **Advanced Diploma**

- Business administration
- Office management
- Financial accounting
- Business communication
- Business law
- Banking & finance
- Translating & Interpreting course
- Mindset education specialist training
- English language training certificate
- Baccalaureate in accounting

Personal Interests

Reading, healthy cooking, fitness, sightseeing, walking in nature, creative writing, movies, documentaries

References

Mr. Maurice Tetteh Macauley, Senior lecturer (interpreter & translator) mtm7@ymail.com