



FANNY FOFOU

M.A. IN ENG TO FRE TRANSLATION

PROFILE

A professional translator with 07 years of experience (both as a freelance and in-house translator). I have translated texts in many fields including logistics, education, tourism, policy and corporate management, technology and health. My translations have been used by companies like Hyundai Heavy Industries, Bollore Transport & Logistics (Congo), AEG&Partners llc., Thermoking, Bureau Veritas Congo, Huawei Canada, Cintas, Centurion and many more.

CONTACT

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EXPERIENCE

APRIL 2019 - PRESENT

FREELANCE TRANSLATOR

I have translated more than 120 000 words from English (British and US) to French (France and Canada) in a range of fields including education, HR and corporate management, politics, technology, automotive, health, business and finance, gender, cosmetics, and environment

APRIL 2019 - FEBRUARY 2021

REMOTE ADMINISTRATIVE ASSISTANT

IOTA SA and IOTA Congo on behalf of Hyundai Heavy Industries Mautitius Ltd
Translate internal and external documents into English; liaise with Ernst & Young for the closure of the Congo Branch; liaise with Ernst & Young and the Legal & Tax department of HHI Co. Ltd for the settlement of the tax adjustment of the Congo Branch; liaise with Bollore Transport & Logistics for the regularization of EX2 and IM5 with Congolese tax authorities; and liaise with Bollore Transport & Logistics to plan, coordinate, and finalize details for national and international travel arrangements.

MARCH 2016- MARCH 2019

ADMINISTRATIVE ASSISTANT AND TRANSLATOR

Hyundai Heavy Industries Mautitius Ltd - Congo Branch

Translate internal and external documents into English and French (contracts, press release, notices, logistics documents); organize and follow-up meetings; monitor partners and foreign suppliers; oversee legal activities with Ernst&Young; receive, screen, register and file documents; prepare and make payments; make national and international travel arrangements; manage and order supplies; and track petty cash.

APRIL 2015 - FEBRUARY 2016

EXECUTIVE ASSISTANT

INTERIM 2000 - Congo (a manpower company specialized in the provision of onshore and offshore personnel)

Translate into English some mails and corporate documents for English-speaking clients; organize and follow-up meetings; receive, screen, register and file documents; assist the HR department in the creation and update of a main HR database; write, send and file reports; receive, assess and file CV; schedule and participate in interviews.

SEPTEMBER 2013- MARCH 2015

FREELANCE TRANSLATOR

I have translated more than 100 000 words from English (British and US) to French (France) in a range of fields including education, human resource, tourism, technology, automotive, health, humanitarian assistance, elections in general, agriculture, aquaculture and environment.



EDUCATION, TOOLS AND SKILLS

MASTER OF ARTS IN TRANSLATION

Advanced School of Translators and Interpreters
University of Buea | 2009 - 2013

POSTGRADUATE DIPLOMA - PEACE, CONFLICT AND HUMANITARIAN ACTION

Pan African Institute for Development - West Africa
Buea | 2012 - 2014

SDL TRADOS, WORDFAST, MS OFFICE, ADOBE PDF TO MS WORD CONVERTER, TAG EDITOR



AREAS OF EXPERTISE

Education, Corporate and Institutional, Policy, Technology, Health, Business and finance, Marketing, General