**Name: NDZI JANET KIKWI**

**Date of Birth: 30thDecember 1979 in NDU (North-West Region)**

**Civil Status: Married**

**P. O Box: 2039, Yaounde**

**Tel: (237) 677 561324 / 243 67 03 07**

**Email:** **ndzij2001@yahoo.com**

**Highest qualification:** Master’s Degree in Translation

**TRANSLATOR**

**9 years of experience**

**Perfectly bilingual (Advanced knowledge of written and spoken English and French)**

**Good mastery of the dragon transcription soft wares (voice typing) and office applications (MS Word, MS Excel, MS Publisher, Outlook, PowerPoint, internet)**

**AREA OF COMPETENCE**

* **Translation-Interpretation** (Translation of administrative documents, internal and external interpretation)
* **Transcribing:** Ability to transcribe into both English and French(English to English and French to French) and across both languages (French to English and English to French).
* **Communication**: Developing and translating communication/didactic materials, updating website contents, advocacy actions; partnerships and contact with the external worldetc.).

**ACADEMIC PROFILE**

**2008:** Master’s Degree in Translation, Advanced School of Translators and Interpreters (ASTI), University of Buea

**2004:** Bachelor of Arts in English and French (Bilingual Letters), University of Buea

**1998:** GCE Advanced Level, Government High School, Nkambe

**PROFESSIONAL TRAINING**

**2004-2007 (3 years):** Training as Senior Translator in the Advanced School of Translators and Interpreters (ASTI), University of Buea,

**2010 (1 week) :** Training on Results-based management organized by ORFED (organisation pour la Réflexion, la formation et l’Education à la Démocratie et au Développement), a Togolese-based organization

**INTERNSHIP**

* 2005 (1 month) : Translation and Interpretation unit, Ministry of Communication

**DUTIES CARRIED OUT**

* Translation of official/administrative documents/ internal interpretation

**PROFESSIONAL EXPERIENCE**

**2009-2015 (6 years):** Translator and Communicator; NGO ASSEJA

**Duties carried out**

* Translation of administrative and project documents
* Internal and external interpretation

**August 2015- October 2017 (2 years):** Higher Institute of Science and Technology in Yaounde (ISSTY)

**Duties carried out**

* Translation of administrative documents
* Writing and editing the Director’s speech
* Interpretation during meetings
* Lecturing (Teaching of the French language to the English-Speaking students and teaching of the English language (levels 1, 2, 3 and 4)

**December 2017- July 2018 (07 months)**: Translator/Communicator; Groupe Saint Just Afrique

**Duties carried out :**

* Translation of administrative documents
* Writing and editing the Director’s speech
* Interpretation during meetings

**July 2018- April 2019 (10 months): Freelancing**

* Freelancing with local and international organizations

**Other areas of interest**

**Hobby:** Watching television (Documentaries, News, movies, Soap operas etc.), reading (Dailies, scientific reports; research papers etc.,) and travelling

**REFEREES (Professional and academic referees)**

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **DUTY** | **TELEPHONE NUMBER** | **EMAIL ADDRESS** |
| **Dr. ZINGUI Xavier MESSOMO** | * Secretary General of NGO ASSEJA
* Director General/Founder of ISSTY
 | (237) 678 34 34 54 | assejacmr@yahoo.fr |
| **MELINGUI Suzanne** | Social Worker with GIZ | (237) 673 540 265 /699 677 189 | suzannemelingui@yahoo.fr |
| **FOSSE FOSSE Armel Fabrice** | * Translator-Interpreter with the Ministry of Basic
* Education Freelance
 | (237) 677 56 40 30 |  |
| **DR. SUH Joseph CHE** | Director of ASTI (Advanced School of Translators and Interpreters) | (237) 677 35 25 00 /33 32 21 34 | josephchesuh@gmail.com |