

MUMA LAURA NGUM

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Yaoundé, Centre

SUMMARY

English, French and Chinese Translator bringing five years of experience with over three million words translated in a variety of fields including agriculture, law, engineering and medicine. Adept at retaining meaning, style, and idiosyncrasies of original texts and documents and a solid background in translation. Capable of successfully executing diverse translations and offering solid comprehension of cultural diversity.

SKILLS

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| ▪ Editing | ▪ Cultural understanding |
| ▪ Proofreading | ▪ Document evaluations |
| ▪ Team building | ▪ MS Office |
| ▪ Project management | ▪ Trados, Wordfast, Memsource |
| ▪ Document creation | ▪ Typing 60 WPM |

EXPERIENCE

January 2021 – Present Presidency of the Republic of Cameroon
Translator

- Translate decrees, nominations, documentation for parliamentary sessions from French to English

August 2015 – December 2020 Ets PETIV Yaoundé
Translator

- Translated important departmental materials such as economic and financial reports, certificates, diplomas, licenses, letters, legal documents, audit reports, planning documents, and Christian literature into English and French.
- Cross-referenced specialized dictionaries and thesauruses for slang and nuanced terminology.
- Collated and organized information, such as economic, legal, technical terms used in dissertations, to develop glossaries and terminology databases for use in translations.
- Worked with clients to establish translation requirements and scope, checking in following submission of work to verify satisfaction and understanding.
- Provided full French to English, English to French, Chinese to English, Chinese to French translation services.
- Proofread completed translations to identify and correct punctuation, grammatical and translation errors.
- Generated video subtitles from non-English dialogue and developed translations in the target language.
- Promoted efficiency and verified consistency of translation within documents using translation memory software such as Trados, Wordfast, Passolo, and Memsource.

- Reviewed and updated existing translations to conform to contemporary trends and developments in English and French language communication.
- Duplicated style and flow of original documents.
- Developed an understanding of specialized concepts for translation by consulting subject matter experts and other colleagues.
- Translated various client documentations between three languages (English, French, and Chinese).
- Used knowledge of the cultural background to understand idiomatic meanings of specific expressions.
- Defined translation needs of over 10 annual clients.
- Provided appropriate contextual information to increase clients' understanding of translations.

November 2019 – December 2019 National Assembly Yaoundé
Interpreter intern

- Reviewed and analyzed briefing materials before starting plenary sessions and budget adoption sessions.
- Interpreted plenary sessions and budget adoption session communications in real-time.
- Sat in on meetings to provide members of parliament with interpretation of conversations and information.

January 2020 - Present Freelance Conference interpreting Yaoundé
Interpreter

- Interpreted during a conference on Sustainable Development and Business Incubation in Sub Saharan Africa, organised by the Denis and Lenora Foundation on 17 December 2020 at Hotel la Falaise, Yaounde
- Interpreted during the workshop organised by the European Union (CAON FED) and PROCIVIS on the Current Situation of the Implementation of the roadmap for engagement with the Civil Society from 2014 to 2020, which held from 04 to 07 January 2021 in Douala and Bafoussam
- Interpreted during an online conference on Timber legality, control and traceability chain in Central Africa organised by TRAFFIC on 08 January 2021
- Interpreted conference meetings organised by PAMCA (Pan Africa Mosquito Control Association) on Gene-drive on 17 November 2019 at Hilton Hotel, Yaounde
- Served as an escort interpreter during a simulation exercise on the management of cholera cases organised by the CDC Atlanta in Hôpital Laquintinie, General Hospital in Douala in 13-17 October 2018

Interpreter

- Served as an escort interpreter for the CDC (Centre for Disease Control, Atlanta) during a simulation exercise for the management and treatment of cholera

February 2017 – May 2017 AKAP Start-up Yaoundé
Transcriber

- Transcribed documents using Express Scribe, oTranscribe, Transcribe®, Transcriber-1.5.2, pmTrans, Transcriber AG and maintaining 90 % accuracy rate for spelling and content.
- Made sure to change all abbreviated words and other terminology into correct long-form words.
- Took steps to ensure data confidentiality and meet specific corporate guidelines.

EDUCATION

November 2018 – August 2020	ISTIC	Yaoundé
<i>M.A. in Conference Interpreting</i>		
November 2016 – June 2018	ISTIC	Yaoundé
<i>M.A. in Translation, GPA 3.26</i>		
December 2013 – June 2016	ISTIC	Yaoundé
<i>B.A. in Trilingual studies applied to translation; GPA 3.56</i>		

LANGUAGES

English (native)
 French (excellent mastery)
 Chinese (good mastery)

OTHER ACTIVITIES

Member, World Changers Association (2012 - present)
 Member, Alumni Association (2019 - present)
 Leader of ladies department, Bethel World Outreach Church (2012 - present)

RÉFÉRENCES

PETER NGWA MUMA
 CEO, ETS PETIV, Translator
 677813104
NOLA NOUCK
 Interpreter, National Assembly
 699974439
SAMUEL Zepenyou
 CEO, AKAP
 699472098
Dr Leonard Ngarka
 President, World Changers Association
 675005575