**SUMMARY**

Seeking a position where **translation** skills and experience will add value. Extensive volunteer and non-profit experience.

**CAREER PROFILE**

* Superior **verbal** and **communication** skills;
* Accomplish objectives and work well without direction;
* Highly **organized** and **efficient**, able to prioritize and handle multiple tasks;
* **Computer Skills**: Word, Excel, PowerPoint, Outlook and Internet research. **CAT tools** include SDL Trados Studio, Wordfast, SmartCAT.

**EXPERIENCE**

**Secretary/Freelance Translator**: PARATEEK SARL, Douala (2019-Present).

* Serve as front desk attendant, processes orders, establish invoices and delivery slips, classify and archive receipts, filing;
* Provide regular translation, review and verification of medication leaflets. Convert medical content such as labels, usage instructions from English to French;
* Supervisor said: “You have become an expert in revising medical documents.”
* As a **Kató Verified Translator with** Translators Without Borders, I have been supporting both translation and revision projects in different fields for the WHO, American Red Cross, INEE, Infectious Diseases of Poverty or the Royal College of Anaesthetists.

**Sales Support and Freelance Translator**: Gima-Bambot Healthcare, Douala (2016-2019).

* Spelling and French grammar, chosen to translate administrative letters;
* Renewal of financial documents and manage clients database, filing;
* Assisted in the mounting of tender documents. I used my language skills to proofread three final tender documents (punctuation and grammatical errors). The document was validated and the company made a profit of more than 400 million FCFA.

**French Teacher**: Lycée Bilingue d’Essos, Yaounde (2013).

* Taught spelling, editing, pronunciation, vocabulary, grammar and conjugation as part of French as a Second Language course to 4 classes of over 350 secondary school children.

**EXPERIENCE—CONTINUED**

* Provided English language instruction for individuals.

**Translator:** SODIREC SARL, Yaoundé (2011)

* Provided my boss with a grammatically correct, well-expressed final version of the translated texts, usually as a word-processed document;
* Translated a Memorandum of Agreement and mails using specialist dictionaries, thesauruses and reference books to find the closest equivalents for terminology and words used.

**Student Counselor:** Alpha Study Group International Study Abroad Advisory, Yaoundé (2007-2009).

* Translation of educational, legal, embassy, visa materials, immigration petitions and applications. Consistently solved problems to customers’ satisfaction in this fast-paced setting;
* Served as front desk attendant, answered phones, greeted visitors, opened and routed incoming mails, and prepared outgoing mails;
* Helped customers understand and fill out complex forms, processed all data into computer;
* Have a good working knowledge of visa policies and procedures.

**EDUCATION/TRAINING**

* **Brevet de Techniciens Supérieur (BTS)**: **Comptabilité et Gestion des Entreprises**, Institut Siantou Supérieur, Yaoundé, Cameroon (2007);
* **Baccalauréat G2**: **Comptabilité et Gestion des Entreprises**, Collège Polyvalent Bilingue Martin Luther King, Bafoussam, Cameroon (2004);
* **Certificate**: completed online course in **Essentials of Transcription and Subtitling**, TransParent Campus (2020).

**OTHER FACTS**

* **Languages**: speak French and English, native level and I am brushing up on my Spanish;
* Able to identify and teach myself new skills as needed;
* Interests include listening to music, singing and playing guitar.