

CURRICULUM VITAE

| <i>I. PERSONNAL DATA</i> | |
|---------------------------------|--|
| Name | NDJOUA MBIDA Raissa Natacha |
| Address | Yaounde, Cameroon |
| Telephone | (+237 691 680 555) |
| E-mail | raissanatacha@gmail.com |
| Date of birth | 29 April 1992 |
| Marital satatus | Single |
| Nationality | Cameroonian |
| Profession | Senior Translator and Editor |
| Languages | French, English, Spanish |

| <i>II. EDUCATION</i> | |
|--|--------------------------------------|
| SCHOOLS ATTENDED | CERTIFICATES OBTAINED |
| 2014-2018 Advanced School of Translators And Interpreters of Buea, Cameroon | Masters of arts(Hons) in translation |
| 2010-2014 University Of Yaoundé I, Cameroon | Bachelor in Spanish literature |

| <i>III. WORK EXPERIENCE IN TRANSLATION</i> | |
|---|---|
| YEAR | INSTITUTIONS |
| 2015 | Ministry of Territorial Administration and Decentralization |
| 2017- to date | Freelance translator |
| 06/ 2020- 12/ 2021 | In house translator at CENEEMA (Centre national d'Etudes et d'expérimentation du Machinisme agricole) |
| 28/08/2021 | Chargé d'études assistant N°1 at the Communication Unit of CENEEMA |

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|-------------------|---|
| 2021/ 09 –to date | Admitted to the competition for the direct recruitment of translators for the civil service |
| 2022 – to date | Translator at the Ministry of Basic Education |

IV. PRACTICUM

| YEAR | VENUE |
|--------------------|---|
| 2015(1month) | Ministry of Territorial Administration and Decentralization |
| 2012(1month) | CAMI Toyota, Yaoundé |
| 2010(1month) | Centre d’Accompagnement au Développement Local |
| NOV 2019- JAN 2020 | Roth Communication (callcenter) |

V. TRANSLATION PROJECTS

- Project member, translation of documents about education for an American school
- Project member, translation of documents about health for Red Cross (Spanish into French)
- project member, translation of document for an online clothing sales website (English into French)
- translation of lease contract for residential use
- editing about medicine “ besoins et disponibilité des soins palliatifs au Sénégal”
- translation of equipment lease agreement for “ETS SYNOCAM”
- Volunteer for the PNUD in Guinea
- project member, for a French company “EPUR SAS” of equipment rent and sale

VI. LANGUAGES

French (A), English (B), Spanish (C)

| Languages | Spoken | Written |
|------------------|---------------|----------------|
| French | Excellent | Excellent |

| | | |
|---------|-----------|-----------|
| English | Very good | Very good |
| Spanish | Good | Good |

VII. SOFTWARE EXPERTISE

SDL TRADOS(All versions), Adobe PDF, MS WORD, MS EXCEL, MS PUBLISHER, Adobe PDF Creator, Adobe PDF to MS WORD CONVERTOR, SDL MULTI TERM, AntConc, internet, etc

VIII. AREAS OF SPECIALIZATION

Health, education, decentralization, administrative documents, local governance, conflicts, letters, banking and finance, economy, oil extraction, general elections, etc

IX. TRANSLATION SPEED (English-French; Spanish- French)

- 06 pages at least per day (3000words) for general texts
- 06 pages at least per day (2000 words) for technical or specialized texts

X. TRANSLATION RATES

- 0.05euros- 0.08 euros per word for English to French translation
- 0.07euros- 0.010 euros per word for Spanish to French translation

XI. INTERESTS

Reading, cinema, walking and music

XII. REFERENCES

- Mr Oloa Rodrigue, translator at the Ministry of Territorial Administration and Decentralization

E-mail: olgandji@gmail.com

- Mr Ndongo Jean Jacques, lecturer of translation at the Advanced school of translators and Interpreters (ASTI) of Buea

E-mail: jndongo57@gmail.com