

CURRICULUM Vitæ

Name: Rita Mercy

Native: U.S.A

Bilingual : German

Country of R: German Frankfurt

Professional Translator-Proofreader-Editor with more than 3 million words translated

Master's Degree/More than 9 years of professional experience. Mobile

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1- SKILLS AND COMPETENCES DEVELOPED

Areas	What?
Information Technology	MS Office, Ubuntu, Zendesk, Reportcard, Twilio (Calling App)
Communication	Translation, Proofreading, Editing
Communication	CAT Tools (Computer Assisted Translation Tools): Trados Studio 2017, Across v.6, Memsource Editor v5.183, MemoQ (Certificate of Introduction to MemoQ8), XTM, Transifex, Lilt (CAT tool), Qordoba, OmegaT, www.matecat.com , www.smartcat.ai , WordfastPro3, etc. Terminology Term base for reference: UNTerms, IATE, Linguee, Tradooit, etc.
General	Good writing experience, strong analytic skills, Good team working skills, high capacity of emulation, capacity to work under pressure, deadline driven.
Subject	Engineering (solar, electrical & Mechanical,) General Subject, Marketing, Business and Finance, Real estate

2- EDUCATION

- Master's Degree in Diplomacy and International Relations from the *Ecole Nationale d'Administration et de Magistrature*, University of Abomey-Calavi, 2nd Cycle. Graduation date: February 2013.
- Maîtrise Degree in English, course of study: Applied Linguistic from the *Faculté des Lettres Arts et Sciences Humaines*, University of Abomey-Calavi. Graduation date: July 2009.

3- PROFESSIONAL EXPERIENCE

- **Online Verified English-French Translator at Oxford Conversis Ltd**, Bignell Park Barns, Chesterton, Bicester, OX26 1TD, United Kingdom (**August 2019 – Present**): Translation of Medical Contents, etc. Translation of over 50,000 words, EN-FR.
- **English-French-English Translator at the University of Abomey-Calavi, Benin (June 2017 – Present)**: Translation of documents related to Law, Technical, Scientific Reviews, Academic

Transcripts, Certificates, Websites, etc. Translation of over 250,000 words EN-FR.

- **Online Verified English-French Translator at ASPENA, s.r.o, Gorkého 15, 602 00 Brno (April 2017 – Present):** Translation of documents related to IT, Technical, Engineering, etc. Translation of over 270,000 words EN-FR.
- **Home based English-French Translator at Traveltek Ltd 2b Orbital Court Peel Park East Kilbride G74 5PH Scotland (June 2016 - Present):** Translation of documents related to Marketing, Travel and Tourism, Hotel and Hotel room description, Cruise Line and Cruise Cabin description, Venue and Destination description, etc. Translation of over 700,000 words EN-FR.
- **Online Verified English-French Translator on www.marstranslation.com (May 2016 – Present):** Translation of documents related to Technical Engineering, Power plant, Energy (Nuclear, Wind, Clean), Law, Patent, Economy, Financial Statement, Banking and Investment, Procurement, Medical, Pharmaceutical, Oil and Gas, General, Human Resources, Travel and

Tourism, Hotel rooms description, Websites, Marketing and Press releases, etc. Translation of over 150,000 words EN-FR.

- **Online Verified English-French Translator at CCJK Technologies (May 2016 – Present):** Translation of documents related to Travel and Tourism, Hotel rooms description, Technical Engineering, Power plant, Law, Patent, Economy, Financial Statement, Banking and Investment, Procurement, Medical, Pharmaceutical, Oil and Gas, General, Human Resources, Websites, Marketing and Press releases, etc. Translation of over 120,000 words EN-FR.
- **Online Verified English-French Translator at Bureau Translations Inc. (January 2016 – Present):** Translation of documents related to Travel and Tourism, Hotel rooms description, Technical Engineering, Power plant, Law, Patent, Economy, Financial Statement, Banking and Investment, Procurement, Medical, Pharmaceutical, Oil and Gas, General, Human Resources, Websites, Marketing and Press releases, etc. Translation of over 250,000 words EN-FR.
- **Online Verified English-French Translator at Afrolingo (Member of Future Group Translation Services) (July 2015 – Present):** Translation of documents related to Technical, Power plant, Law, Patent, Economy, Financial Statement, Banking and Investment, Procurement, Medical, Pharmaceutical, Oil and Gas, General, Human Resources, Websites, Marketing and Press releases, etc. Translation of over 750,000 words EN-FR.
- **Customer Support Associate at MSL Learning Systems Private limited, ASquare, 278, Udyog Vihar, Phase II, Gurgaon, Haryana, India (June 2015 – April 2016):**
 - Providing necessary ongoing support to enrolled students about online portal, Curriculum, Exam schedules, Project completion timelines, etc.
 - Ensuring they adhere to the defined timelines
 - Resolving candidates' technical issues with the help of Technical Support Team
- **Online Verified Medical Content Translator, Across (v.6 Personal Edition and Standby Remote Client) Certified Translator at KJ International (Member of United Language Group), (May 2015 – Present)** Translation of documents related to Technical, Power plant, Law, Patent, Economy, Financial Statement, Banking and Investment, Procurement, Medical, Pharmaceutical, Oil and Gas, General, Human Resources, Websites, Marketing and Press releases, etc. Translation of over 256,000 words EN-FR.
- **Online Verified Translator and Proofreader (With Technical, Silver, and Proofreader Seal) on www.onehourtranslation.com (March 2015 – Present):** Translation of documents related to Technical, Power plant, Law, Patent, Economy, Financial Statement, Banking and Investment, Procurement, Medical, Energy (Nuclear, Wind, Clean), Pharmaceutical, Oil and Gas, General, Human Resources, Websites, Marketing and Press releases, etc. Translation of 40,837 words EN-FR.
- **English to French Independent Translator at Virtual Linguistic Solutions (VLS) (October 2014 - Present):** Translation, Proofreading and editing of documents related to Technical, Engineering, Power plant, Oil and gas. Translation of over 250,000 words EN-FR.
- **In-house Translator and Translation Project Manager at Metamorphoz Group SARL (March 2009 – May 2017)** Project Management and Translation of documents related to Financial, Banking and Investment, Procurement, Technical, Medical, Law and Patent, Energy (Nuclear, Wind, Clean), Power plant, Engineering, General, Human Resources, Websites, Marketing and Press releases, etc. Translation of over 850,000 words EN-FR.
- **Freelance Translator (December 2006 – Present)** Translation and proofreading of documents related to Medical (clinical trials, equipment manuals, etc.), Contracts, Economy and Finance, Banking and Investment, Procurement, Energy (Nuclear, Wind, Clean), Technical Engineering, Medical, Pharmaceutical, Software and Video games, Literature, Sports, Legal, Patent, Annual report, Meeting minutes, General, Human Resources, Websites, Marketing and Press releases and other Business texts. Translation of over 1,300,000 words

4- LANGUAGES

	Spoken	Written	Reading	Understanding
English	Excellent	Excellent	Excellent	Excellent
French	Fluent	Excellent	Excellent	Excellent
German	Excellent	Excellent	Fluent	Excellent

COMPUTER AND MEDIA APPLICATIONS

More than 18 years of practical experience with PC systems.

ASSOCIATION AND MEMBERSHIP

Member of the National Association of Interpreters, Translators and Conference Equipment Providers of USA (MITI)

REFERENCES

List of persons, not related to me, who are familiar with my character qualifications and experience

Names	Contacts	Position
Mrs Sandra Mathew	Sandramathew347@gmail.com	CEO of Virtual Linguistic Solutions (VLS) <i>P.O Box TT582 W/A</i> <i>Tel: +234 9029767214</i>
Rufus Blessing	Email: Rufusblessing98@gmail.com	Conference Interpreter/Translator, CEO of Moudachirou Language Institute (MLI) <i>041 BP: 112 AUSSIE</i> <i>Cell: +61 7067813262</i>
Emmanuelle Migan	Email: emmanuelle.migan@le-fagace.org / manoaff@yahoo.fr	Senior Officer at The African Guarantee And Economic Cooperation Fund (AGECF) <i>Tel: +27 1303402 /</i>

Aussie March 2020