**SANDRA ONYINYE ADIBE**

**Profession:**  Translator (Igbo – A, English – A, French – B)

**Personal Data**

Gender: Female

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Address: Plot 3, Obi-Okoye Str., Asata Mine Qrtrs, Agbani Rd, Enugu State, Nigeria.

**Career Objective**

To bridge communication gaps and enhance international relations through quality and reliable translation services, all in accordance with best practices.

**Key skills and Competences**

* Able to provide efficient and accurate translation services in the diplomatic, economic, business/commercial, educational, humanitarian and religious domains.
* Highly proficient in content localisation.
* Skilled in Trados, Wordfast, other language and research tools, and the Microsoft package.
* Native speaker of the Igbo Language.
* Full command of the English and French languages.
* Strong ability to maintain quality organisational versus customer/client relationships through excellent interpersonal, written and oral communication skills.
* Proven ability to work under pressure, meet deadlines and achieve set goals.
* Teachable, maintains team coherence and upholds professional ethics.

**Professional Experience**

***Freelance***

Handled several direct and outsourced freelance translation and localisation projects for several clients/organisations which include:

* Translated.net, Italy – *The CLDR35 Project (English-Igbo)*.
* Oracle Translation Ltd., Birmingham *(English-Igbo)*.
* Meograph, Inc – *OneSky Project (English-Igbo)*.
* OneHour Translation *(French-English).*
* LaFarge Group *(English-Nigerian Pidgin English).*
* West African Health Organisation, Burkina Faso *(French-English)*.
* Translators Without Borders TWB – Online Volunteer Translator *(French-English)*.
* Continental RE and B&C Communications, Cameroon *(French-English)*.
* Afrolanguages, Egypt *(English-Igbo)*.
* Communauté Chrétienne Internationale, Yaounde, Cameroon *(French-English)*.
* A Computer Incident Response Team, Cameroon *(French-English)*.
* Ecoforweb website *(French-English)*.
* SONARA, Cameroon *(French-English)*.

**In-house**

* Professional internship at the Language Unit of the Directorate of General Administration, Conference and Protocol, Economic Community of West African States (ECOWAS) Commission, Abuja, Nigeria (August 2017 – 13 April 2018).

 ***Job Title*** – Translator (Intern)

 ***Responsibility –*** French to English translation of official Reports, Communiqués, Draft Concept Notes, Decisions, Draft budgets, letters, etc.

* Professional internship at the Directorate of Education, Science and Culture, ECOWAS Commission, Abuja, Nigeria (May – August 2017).

 ***Job Title*** – Translator (Intern)

***Responsibility*** – French to English translation of official Reports, Concept Notes, Workshop Programmes, Project Documents, Communiqués, Project Road maps, letters, etc.

* A 3-month translation internship at the Translation Unit of the Ministry of Trade, Yaounde, Cameroon (September - December 2016).

***Job Title –*** Translator (Intern)

***Responsibility –*** French to English translation of the speeches of the Minister of Trade, Foreign and Internal Trade Agreements, Policy Documents, Official Letters, Communiqués, Reports, etc.

* A 6-week Internship at the Ndome Malake Chambers, Yaounde, Cameroon (June - July 2015).

**Job Title**  - Translator (Intern)

***Responsibilities***- French to English translation of contracts such as Power of Attorney, Memorandum of Understanding, Plenary Adoption, Simple Adoption, Undertaking, Deed of Sale, Amendment, Transfer of Custody and Lease, and ensuring effective communication between the French-speaking personnel and the English-speaking clients.

**Academic Qualifications**

* M.A. Translation (2016).
* B.A. Languages and Linguistics, French language option (First Class Honours 2013).
* Graduate member, Nigerian Institute of Management (2014).
* O’ level Certificate (NECO, WAEC) (2007).

**Institutions Attended**

* Higher Institute of Translation, Interpretation and Communication (ISTIC), Yaounde, Cameroon (2014-2016).
* Alliance Française (2014).
* Nigerian Institute of Management (2014).
* Ebonyi State University, Abakaliki, Nigeria (2007-2012).
* Institut d’Enseignement Supérieur, Sonou d’Afrique, Port Novo, Benin Republic (2011).
* Federal Government Girls’ College, Onitsha, Anambra State (2001-2007).

**Hobbies**

Travelling, reading, singing, meeting people and discovering new things.