

AMMA KYEREMEH
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Native English speaker - Freelance Financial & Legal Translator - Delivering meticulous, terminologically-accurate, professional translations since 1991 - Strong writing and terminology research skills - **Languages: French & Spanish into English**

EDUCATIONAL BACKGROUND:

1989-1991: Université de la Sorbonne Nouvelles, Paris III (*Ecole Supérieure d'Interprètes et des Traducteurs*);

1990: MA Modern Languages (*Maitrise Langues Etrangères Appliquées*);

1991: PG Diploma in technical, economic & editorial translation (*Diplôme d'Etudes Supérieures Spécialisées*).

1981-1985: University of Ghana (School of Translators)

1983-1984: Year abroad programme, University of Dakar.

Studied French literature

1985: BA Modern Languages (English, French, Spanish)

Continuing studies:

2013/2014: Pantheon-Sorbonne Paris 1: 1st year law student (to improve legal translation skills)

1995: American business law, *Centre des Arts et des Métiers*, Paris

2007 & 2010: Attendance of Financial translators' workshops and conferences in Paris and Madrid to improve financial translation skills.

AREAS OF SPECIALISATION:

Finance, accounting, banking, insurance:

- Shelf registration documents, annual reports, financial statements for major French companies (GECINA, AFFINE, GROUPAMA, KLEPIERRE, RALLYE, etc.), knowledgeable in IFRS
- Macroeconomic analysis (Natixis Flash and Special reports, market analysis),
- Mutual fund management documents (UCITS, venture capital funds, innovative funds, (knowledgeable in UCITS IV and KIID).
- Translated banking documents on Anti-Money Laundering and Terrorism financing for BNP Paribas and Euroclear

Legal:

- Translation and update of the French Commercial Code, Books II, IV, VI and VIII (December 2013 to April 2014)
- Procurement contracts, tender documents, basic ordering agreements, framework agreements, articles of association, court and trial documents for law firms, etc.
- Corporate documents, press releases, market research reports

Technical:

- Building & construction (freelance translator for JACOBS ENGINEERING and CEMENTS Français for more than 10 years)
- New Information and Communication Technologies (translation of e-media press releases and articles for ECONOCOM, a leading IT services company)

Editorial: 2 books translated:

- *La Vie des Formes* by Mark di Suvero (A book on sculpture)
- *Notre Aventure Indienne* by Eric Touchaleume, Galerie 54 (on the works of Architects Le Corbusier and his cousin Pierre Jeanneret in India)

Environment, Waste Management, Sustainable development

- Environmental documents on waste management, water, and corporate social responsibility reports for GDF SUEZ group companies (SUEZ Environnement, Degrémont);
- **Spanish into English for the FAO: State of the World of Quinoa (Member of a team of translators, personally translated 3 chapters totalling 40,000 words (October 2014))**
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IT & TRANSLATION TOOLS :

- **MS OFFICE ENTERPRISE 2007, proficient in Word, Powerpoint, Excel**
- **SDL TRADOS 2007, SDL TRADOS STUDIO 2011**

CLIENTS:

Translation companies:

- RR Donnelley (Paris, London, Luxembourg, New York & Hong Kong offices)
- Gedev International (Paris)
- 4T Télélíngua (Paris)
- CLS Communication (Paris, Zurich & New York offices)
- Kalliopé (Paris)
- Technicis Finance (Paris).

Direct clients:

- World Health Organisation (Geneva)
- FAO (Rome, Italy)
- Euroclear (Paris & Brussels)
- Galerie 54 (Paris)
- Galerie Sellem (Paris)
- AwakeIT (Paris)
- Ellasène (Paris)

CAPACITY:

Capable of working to tight deadlines.

Maximum translation capacity:

French to English: 2,500 to 3,000/day (depending on subject matter)

Spanish to English: 2,000 to 2,500/day (depending on subject matter)