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OBJECTIVE

Help businesses to promote themselves and their products to reach French speaking audiences by re-writing materials originally in English to fit the specific characteristics of French markets. A Chinese translators team has been created to help working toward this goal in the fast-growing Chinese market.

PROFILE

- ✓ Detail oriented
- ✓ Able to demonstrate the high levels of motivation required to meet the tightest of deadlines
- ✓ Diversified background in teaching, training and leading teams
- ✓ Excellent team leader/player, though having demonstrated skills in conducting and managing projects alone
- ✓ Highly trustworthy, and ethical, motivated, positive, ambitious
- ✓ Efficient and organized professional with with a highly successful background in the achievement of profitable business growth through the creation and execution of successful sales and marketing strategies
- ✓ Native French speaker, fluent in English and fairly fluent in Chinese

KEY ACHIEVEMENTS

- ✓ Over 250,000 words translated into French in the Automotive field
- ✓ Conducted the translation of the installment of a Radio Station Base
- ✓ Carried on the entire translation of business correspondences and technical documentation for a Sales company for more than five (5) years
- ✓ Translated speeches, flow programs, information circulars and description of extra activities for the 71st general assembly of Interpol in Singapore + Additional description of a Singaporean police unit
- ✓ Created (and is leading/coordinating) a team of Chinese Translators (Over 400,000 words/characters translated, [click here for an excerpt of our achievements](#))

AREAS OF EXPERTISE

- | | |
|---------------------------------------|-------------------------------|
| ✓ Automotive Industry | ✓ Safety & Security |
| ✓ Mechanical & Electrical Engineering | ✓ Electronics |
| ✓ Construction & Civil Engineering | ✓ Business (Finance, Banking) |
| ✓ IT & Telecommunications | ✓ Sales & Marketing |

EXPERIENCES

2008 – date Freelance Translator

Below are a few excerpts of major projects I involved in during the recent past months. ([Click here for a detailed listing of projects I involved in.](#))

- ✓ Automotive Industry: Over 250,000 words translated between August 2010 to date. Materials involved include User Manuals, Service Manuals, Electronic Part Catalogs, and cover as various parts as Body System, Transmission (both manual and automatic), Engine, Suspension, etc.
- ✓ Over 350,000 words translated in Corporate-related fields, encompassing as various materials as Surveys, Brochures, Assessment Handbook, Tracking Risk Book, Prospectus, and such areas as Banking, Trade (including Forex), Investment Fund, Sales & Marketing, etc.
- ✓ Translated written materials of a Radio Station Base, from the engineering drawings to commissioning descriptions and including Factory Acceptation Test procedures and equipments for Basic Radio Station Base, Handheld Radio Station, In-vehicle Radio Station, etc.
- ✓ 2009: Translated written materials related to the 71st General Assembly of Interpol in Singapore. Documents include speeches, flow programs, information circulars and description of extra activities, plus an additional description of a Singaporean police unit and a PowerPoint tutorial of safety auditing for Singapore Aviation Academy.
- ✓ Carried out various minor to middle-size projects involving
 - Electronics & IT: domestic appliances (TV, radio, DVD Player, phone, digital camera, etc.), professional appliances (printers (both office and large-scale printers), professional camera, multimedia phone, etc.)
 - Construction & Civil Engineering: heavy equipments, urban architecture, security installations, etc.
 - Mechanical Engineering: industrial valves, tank, etc.
 - Safety & Security
 - Heavy Machinery (CAT, John Deere)
 - Video Games (PC games, mobile applications, Facebook applications, etc.)
 - Etc.
- ✓ Built a team of Chinese translators (English to Chinese and Chinese to English, [click here for an excerpt of our achievements](#))

2006 January to 2009 March - Tropics Trading Co Ltd (Douala, Cameroon) Sales

Manager

Exclusive representative of AXCL GULF FZE, the company imports motor oil and mechanical lubricants from Dubai

- ✓ Hire and train sales personnel
- ✓ Predict future market trends.
- ✓ Conduct meeting to develop strategies and improve processes
- ✓ Studying and predicting future markets trends.
- ✓ Establish better policies and procedures
- ✓ Implementing rewards to motivate sales
- ✓ Review product pricing and gross margin goals for existing products annually and establish new product pricing

2003 November to 2005 December - Tropics Trading Co Ltd (Douala Cameroun) Sales Assistant and Translator

- ✓ Find and contact potential new customers
- ✓ Negotiate terms of sale and services with customer.
- ✓ Keep in contact with clients and answer their enquiries.
- ✓ Keep sales records and write reports
- ✓ Organize sales budgets
- ✓ Sort out contracts and payment details with clients
- ✓ Attend trade shows and conferences
- ✓ Organized and compiled records of the sales department and reported them to the sales manager
- ✓ Translate for the company all documents from English to French, and from French to English for AXCL GULF

EDUCATIONAL CREDENTIALS

- **Institut Universitaire de Technologie (IUT) de Douala (Douala University Institute of Technology)**
2003 November – March 2007
 - ✓ **Licence professionnelle** de Génie Mécanique et Productique (equivalent to **Bachelor** in Mechanical Engineering)
 - ✓ **Diplôme Universitaire de Technologie (DUT)** de Génie Mécanique et Productique (equivalent to **HND** in Mechanical Engineering)
- **Lycée Technique de Bafoussam (Technical High School of Bafoussam)**
1997 September – 2002 June
 - ✓ Baccalauréat Série E, Mathématiques et Techniques (equivalent to A' level in Mathematics and Technology)

TECHNOLOGY SKILLS

Computer Knowledge: Good ability of using following software:

Operating System

- ✓ Windows 7
- ✓ XP

CAT Tools

- ✓ SDL Trados 2007
- ✓ SDL Trados Studio 2009
- ✓ SDL Passolo 2007
- ✓ SDL Passolo 2011

Publishing Applications

- ✓ Adobe InDesign (CS5)
- ✓ Adobe Acrobat Professional
- ✓ Microsoft Publisher 2010
- ✓ QuarkXpress 8

Multimedia Applications

- ✓ Adobe Flash Professional (CS5)
- ✓ Adobe Illustrator (CS5)
- ✓ Adobe Photoshop (CS5)

Office Applications

- ✓ Microsoft Office Suite (2003 & 2010)

CAD Applications

- ✓ AutoCAD (2011)
- ✓ Autodesk Alias Automotive (2011)
- ✓ Autodesk Alias Surface (2011)
- ✓ SpaceClaim

Web Development Applications

- ✓ Adobe Dreamweaver
- ✓ Serif WebPlus X4

Internet Browser

- ✓ Microsoft Internet Explorer
- ✓ Mozilla Firefox
- ✓ Google Chrome