COLETTE AKANDE, MSTM, M.B.A, PMP

Cell: (240) 441-9195   **Email: cakande1128@gmail.com**

Native French freelance translator with a Bachelor's degree in Translation and over 15 years of experience in Information Technology

Qualifications

- Native French Speaker
- Bachelor's degree in Translation
- Extensive vocabulary in Information Technology
- Extensive vocabulary in Macroeconomics and Microeconomics
- Master of Science in Technology Management
- Master of Business Administration
- Certified Project Manager
- Strong Editing and Proofreading skills

Translation Experience

Freelance English to French Translator   2000 - Present
- Translates a variety of legal and general administration documents; including birth certificates, marriage certificates and transcripts.
- Translates labels for skincare products for a start-up.
- Reviews, edits and proofreads translated documents.

NATIONAL GEOGRAPHIC SOCIETY*, Washington, DC*   1996 – 2000
Travel Consultant
- Established positive long-term relationship with international vendors by utilizing excellent language skills.
- Negotiated preferential rates with international vendors.
- Performed sporadic translations from English to Spanish or English to French for the Travel Department.
- Issued travel packages, negotiated preferential hotel rates and airline contracts.

U.N. ECONOMIC COMMISSION FOR AFRICA (UNCEA) Addis Ababa, Ethiopia   Summer 1993
French Translator*, Internship*
- Translated a variety of texts (ranged from 500 – 2000 words) in Macroeconomics and Agro-economics from English to French, respecting deadlines and using appropriate terminology for the Conference and Translation Division.
- Gained significant knowledge and vocabulary in Economics.
- Reviewed, edited and proofread translated documents.

IT Profession Experience

CACI INTERNATIONAL, INC., Washington, DC   2000 – Present
U.S. Securities and Exchange Commission
Senior Database Analyst*, 2004-Present*
- Communicates new QA assignments based on development requirements and production operations.
- Develops checklist to evaluate compliance with quality assurance standards.
- Works with litigation support staff to define requirements, organization and management of case related documents.
- Supports the day-to-day operation of the evidential material databases and applications

- Provides application support and troubleshooting assistance to Litigation Support Specialists
- Leads junior QA analysts to ensure timely completion of tasks, identifies potential risks and problem areas and provides recommendations.

U.S. Department of Justice
Database Administrator Consultant, 2003 – 2004
- Supported the day-to-day operation of the litigation support databases and applications
- Created, maintained, and manipulated case related databases.
- Provided application support and troubleshooting assistance to litigation support specialists
- Acted as the primary point of contact for third-party litigation support vendors.
- Coordinated daily activities of Imaging Specialists and trained them on efficient processes and procedures.

U.S. Department of Justice
 Application Developer, 2000 – 2003
- Designed, developed and maintained applications to meet user requirements.
- Developed and presented prototypes, logical and physical models to users
- Translated need analysis into formal requirements documentation.
- Reviewed business functions to assess linkage of activity functions to tasks.
- Conducted integration, subsystem/system, and user acceptance testing and modified applications to ensure compliance with technical and functional specifications.
- Participated in the creation and review of user manuals

Education

UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE, Adelphi, MD
Master of Business Administration, 2005

Master of Science in Technology Management, 2003

LAVAL UNIVERSITY, Quebec, Canada
Bachelor of Arts: Translation, 1995

Centre International de Valbone, Nice, France
Baccalauréat Général, 1990

Technical Skills

Software: SDL Trados, Wordfast, MS Project, MS Office

Databases: Oracle 8i and 9i, Microsoft Access

Operating Systems: Windows XP