

Resume of Mohamadu Dicko

General

I am a professional freelance translator/interpreter and instructor offering translation services to translation agencies and direct clients. I am always available to work with long time projects.

Name: Mohamadu Dicko

Place of birth: Accra, Republic of Ghana, West Africa

Date of birth: 1st January, 1983

Contacts

Address 1: GA095, Akuamoah Close, Alajo, Accra,

Address 2: P.O. Box KT647, Accra, Ghana

Telephone: +233 244 576 458

Whatsapp: +233 244 576 458

E-mail: dicko2020@gmail.com

Skype: dicko2009

Twitter: @MohamaduDicko

Languages

I translate from French to English and English to French.

Services

Translation, interpretation, proofreading, and editing, transcription, MT post-editing and training.

SKILLS

- ❖ Fast and efficient translation services
- ❖ Delivery before deadline
- ❖ Customer satisfaction
- ❖ French to English translation
- ❖ English to French translation
- ❖ Proofreading and editing
- ❖ Audio translation service
- ❖ Document interpretation
- ❖ English editing and proofreading
- ❖ Written communication
- ❖ Time management
- ❖ Terminology research
- ❖ Responsible
- ❖ Self-motivated
- ❖ Team leadership

Expertise

Examples of types of document translated				
Police / Courts	Construction and Civil Engineering	Education	Business	Medicine
Marriage, divorce, death and birth certificates	Bridges, tunnels, freeways	Certificates, Diplomas,	Contracts	Medical reports
Immigration Documents	Railways	Transcripts	Rental and lease contracts	Doctor's prescriptions
Marriage agreements	Water and Sanitation	Universities & colleges	Patents and Trademarks	
Police reports	Due Diligences	Thesis & dissertation	Profit/loss accounts	
Court settlements	Building inspections,	Articles and periodicals	Balance sheets	
Court findings: Supreme Court, Court of Appeals and District court	Reports	Educational reports	Bank statements	
	Specification lists	Vocational certificates	Annual reports	
	Oil & Gas	Directorate of Education	General Meetings	
		Curricula	SHE/Strategy/Contingency	
			Sales information	
			Marketing & advertising	
			Business proposals	
			Correspondence	
			Bids/Tenders	

Translation Experience

I began as a freelance translator/interpreter in 2011. I have worked in Guinea and Ghana for many individuals, Companies, Government agencies, International organisations and NGOs such as :

In Guinea, Center of Languages and Professional Studies (CELPS GUINEA), Ministry of Education (Guinea), PAGSEM (Projet d'Appui à la Gouvernance dans le Secteur Minier), WEST Ingénierie SARL, USAIDS/UNDP, Plan Guinée, NDI Guinea (National Democratic Institute), COLTE/CDE (La Coalition des ONGs de Protection et de Promotion des Droits de l'Enfant, Luttant Contre la Traite), Pathfinder International, MSH (Management Sciences for Health),

In Ghana, Center of Languages and Professional Studies (CELPS-GHANA), Ministry for Railways Development (Ghana), Link International Holdings, Gabon Consulate in Ghana, the Third Pan African Conference held (September 2018) in Winneba, Ghana, etc.....

Rates

Translation rate per source word (minimum): \$0.08.

Hourly rate: \$30

Minimum charge: \$25

The rates are negotiable. I offer discounts for repetitions, fuzzy matches and volume.

Availability

I am a full time translator. Usually I work from Monday to Friday, from 9am to 6pm (GMT), but I can work in evenings and weekends if necessary. My daily output is about 2500 to 3000 words.

Payment Options

I accept payments in US dollars (\$), FCFA (XOF) or Ghana Cedis (GHS) through bank transfer, Western Union, Money Gram, Ria or Mobile Money transfer. Please note that I can't use PayPal.

Education

August 2015: Master of Arts| Language Interpretation and Translation, University of Education, Winneba, Central Region of Ghana

May 2010: Bachelor of Arts| Language Interpretation and Translation Ghana, Institute of Languages (GIL), Accra, Greater Accra Region

July 2009: Diplôme Universitaire d'Etudes Françaises (D.U.E.F.), Centre Béninois des Langues Etrangères (CEBELAE) de l'Université d'Abomey-Calavi, Cotonou, Benin

Computer Skills

I am an experienced computer user. I work with MS Office (Word, Excel, Power Point, etc.), Adobe Acrobat, WinZip, WinRar, etc. I have a fast Internet connection, E-mail. I have a PC, laser printer and scanner.

Translation Tools

SDL Trados 2019, Systran 6, PROMPT Office10, Power Translator 15 and Google Translator Toolkit