

Estelle HOUNTONDI

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My Story

Born in Benin Republic (West Africa), living in Cape Town (South Africa), I'm exposed to both languages: English and Parisian French... I'm a hard worker and I'm very focused and determined. I'm passionate about communication and marketing.

OBJECTIVE

I would like to put my strong abilities and my knowledges in Translation, editing, proofreading at your service, to contribute to the success of your activities.

CAREER HISTORY

2006 – 2009:

Writing and copywriting for a website in the following fields: Travel and Tourism, Fashion, Clothing, Gambling

2009-2010:

Copywriting for an IT company

2010 – 2011:

Commercial representing many types of products, Translation Jobs, Copywriting and edition jobs

2012- 2014:

Specialization in the following fields: Translation and proofreading of certificates, websites, blogs, computer games, casino games, computer software, General, legal and professional documents, and much more.

2014 till now:

- Audit for ETS (TOEFL exam regulations)
- Founded my agency specialized in Customer Relationship Management through online platforms

2015 till now:

founded my agency specialized in interpreting services (English to French; French to English), Transcription (French to French), translation (English to French) and voice over (French)

EDUCATION

2009-2014: Master Degree in Business law and justice careers at “Faculty of law and legal science” – Abomey-Calavi - Benin.

2009-2012: Bachelor Degree in Labor law and social security at “National school of administration and magistracy – Abomey-Calavi – Benin.

2009 –2010: English to French and French to English Translation Formation.

2009: Diploma in Literary Serie at Lycée Toffa- Porto-Novo- Benin

2010: Diploma in applied English language

2017- 2019: Advanced Diploma in Marketing and Advertising Communications at Red and Yellow creative and business school (Cape Town)

APTITUDES

- ✓ Passionate about hard work.
- ✓ Great communication oral and writing skills in French (Native Speaker);
- ✓ Great communication writing skills and Good communication oral skills in English (2nd Language)
- ✓ Excellent working conditions adaptation abilities individuated or teamed.
- ✓ I'm organized, priority-focused, dynamic, independent, and resourceful.
- ✓ I can respond well under the pressure of deadlines
- ✓ SDL Trados 2014

GENERAL INTERESTS

- Personal development
- Improvement of abilities in customer's management, in marketing, in Communication and Leadership
- Reading, Music, Gym and Information Technology

MY PREFERRED WORKING CONDITIONS

- I'm available and I can translate average 5000 words by day regularly.
- My preferred modes of receiving payments are: Paypal, western union and wire transfer.
- I can work regularly at 0.05 USD dollars/ source word.

FOREIGN LANGUAGES

- ✓ Great communication oral and writing skills in French (Native Speaker)
- ✓ Great communication writing skills and Good communication oral skills in English (2nd Language)

LOCAL LANGUAGES

I have good communication abilities in Fon, Yoruba, and Goun.

KNOWLEDGE OF COMPUTER TOOLS

Mac OS, Windows XP Service Pack 1 and 2, Microsoft Office (Word, Excel, PowerPoint...), Internet Explorer, Firefox, Google Chrome...

Certified sincere and exact



Cape Town, May 2020