

TCHETCHE TENDOP Jocelyne



<https://www.linkedin.com/in/jocelynetendop>

Address:

Maison Rose Damas
Yaounde, Cameroon

Contact details:

Email: jocelyne.tendop@gmail.com
Mobile: (+237) 696 454 907

Summary

A multi-skilled, reliable and talented translator, interpreter, communicator and editor with proven ability to write, translate (French and English), proofread and edit documents on a variety of subjects. A quick learner who can absorb new ideas and can communicate clearly and effectively with people from all social and professional backgrounds. Well mannered, articulate and fully aware of diversity and multicultural issues. Flexible in the ability to adapt to challenges when they arise while remaining aware of professional roles and boundaries.

Skill Highlights

- Effective oral and written communication skills, with native mastery of French and English languages.
- Computer literate, and familiar with MS Office, CAT tools, digital communication tools, among others.
- Proven ability to translate complicated texts including legal, health, military, official documents, among others.
- Strong knowledge of intellectual property, with an excellent commitment to confidentiality.
- Excellent time management skills: ability to establish priorities, balance demands of multiple projects, and meet deadlines.
- Extremely flexible, with the ability to function optimally both independently and as member of a project team.

Education

Oct 2018 – Present Buea, Cameroon	PhD Fellow in Applied Linguistics (Ongoing) <i>Faculty of Arts, University of Buea</i>
Nov 2013 – Dec 2015 Buea, Cameroon	Master of Arts in Translation <i>Advanced School of Translators and Interpreters, University of Buea</i>
Oct 2008 – Aug 2011 Buea, Cameroon	Bachelors of Laws (LLB) <i>Faculty of Social and Management Sciences, University of Buea</i>

Languages

English
Native proficiency

French
Native proficiency

Professional Experience

Oct 2021-Present Yaounde, Cameroon	Senior Translator <i>Ministry of Small and Medium-sized Enterprises, Social Economy and Handicrafts, Yaounde</i> <ul style="list-style-type: none">• Translation and revision of official documents from English into French and vice versa.• Research in terminology.
April 2019 – Oct 2021 Buea, Cameroon	Translator - Interpreter <i>Court of Appeal, South West Region</i> <ul style="list-style-type: none">• Translation of legal texts from French to English and versa.• Interpretation during court sessions from French into English and vice versa, as the need arises.
Oct 2015 – present	Freelance Translator, Interpreter, Transcriber, Subtitler, Writer and Editor <ul style="list-style-type: none">✓ <i>International Criminal Court, The Hague, Netherlands</i><ul style="list-style-type: none">• Transcription of sensitive and confidential audio and video files used for ongoing investigative cases.• Good understanding of legal and criminal matters, and a strict adherence to confidentiality.✓ <i>EasyTranslate, TransPerfect, Goethe Institut, Friedrich Ebert-Stiftung, VALDAS Co. Ltd, Upwork among others</i><ul style="list-style-type: none">• Translating documents in multiple domains, including IT, finance, law, medicine, science, and poetry.• Routinely provide transcription and subtitling services to both corporate and individual clients.
June 2016 - Aug 2016 May 2018 - Jul 2018 June 2021 - Aug 2021 Yaounde, Cameroon	Language Assistant <i>International Police Peacekeeping Operations Support (IPPOS)</i> <ul style="list-style-type: none">• Translated documents in the military domain.• Interpreted from French into English and vice versa during meetings and MINUSCA pre-deployment training sessions.• Handled other administrative tasks as directed.
Aug 2014 - Sep 2014 Yaounde, Cameroon	Translation Intern <i>Ministry of Territorial Administration and Decentralisation, Yaounde</i> <ul style="list-style-type: none">• Researched legal and technical phraseology, and translated ministerial decrees, orders and official documents from French into English and English into French while ensuring that the final documents relayed the intended message as clearly as possible.
Aug 2010 - Sep 2010 Buea, Cameroon	Legal Intern <i>Ekongta Elad Law Chambers, Buea, Cameroon</i> <ul style="list-style-type: none">• Researched on precedents, past legislation and performed basic fact checking of cases, and assisted in tracking/managing the development of cases both in, and out of the courtroom.