

Curriculum Vitae

Personal details

Name/Surname Auchecorne Marie Manga (马丽)

Address SINOHYDRO-BASE NGAOUNDERE (中国水电)

上海上海市普陀区长风新村街道中山北路3663号华东师范大学国际交流服务中心 708号

Tel +8613122327925

+237673382542

Wechat 13122327925

E-Mail auchecorne7lad@gmail.com

13122327925@163.com

Skype Auchecorne

Nationality Cameroonian

Date of birth 11/07/1992

Gender Female

Professional experience

From May 2020 till now

Freelance translator, reviser, editor and other with many companies as Appen Mars Translation and other private.

From October 2020 to May 2020

Working as Main Translator and Project coordinator in DPC.SA

Where my job is:

- ❖ To translate written documents (books, technical notes, ...) and transpose them from one language to another.
- ❖ To interpret oral communications (conferences, exchanges, interviews, ...)
- ❖ To carry out a documentary study on the subject matter (technical concepts, complex grammatical structures, ...).
- ❖ To prepare and dispatch miscellaneous mail
- ❖ To be the intermediary between the company and the various stakeholders
- ❖ To transmit the required information within the project.
- ❖ To coordinate the project according to the applicable rules and standards
- ❖ To submit reports and other deliverables
- ❖ To verify the conformity of each partner's deliverables, particularly those giving rise to payment
- ❖ Responsible of the administrative and financial monitoring of projects
- ❖ To follow-up missions, field staff, expenditure files
- ❖ Responsible of monitoring payments in the field

Education and qualifications

From October 2018 October 2020

Working as Main Translator in SINOHYDRO

- ❖ Review of all documents of the BINI WARAK hydropower project, starting from the technical documents involving excavations, design plans and schemes.
- ❖ Translation of general special construction documents of the hydroelectric project which stipulate the execution of all the

construction works, all the installations and maintenance of the equipment and infrastructures.

- ❖ Translation of contracts between main construction firm and sub-contracting firms.
- ❖ Translation of meeting minutes, import and export permits, financial documents and invoices.

Period **From Sept 2017 to July 2018**

Institution East China Normal University, Shanghai-China
Chinese language

Certification Language Certificate
HSK Certificate (Chinese Test Proficiency) level 5
HSKK Certificate (Speaking Chinese Test Proficiency) level 2

Period **From Nov 2014 to June 2017**

Institution Higher Institute of Translation Interpretation and Communication, (ISTIC)
Yaoundé, Cameroon

Certification Bachelor degree

Confucius Institute, Yaoundé Cameroun
HSK1,2&4 Certificates
HSKK1 Certificate

Period	From September 2012 to July 2013
Institution	Institut Français Camerounais (IFC) Yaoundé, Cameroon Intern teacher
Certification	Training certificate
Period	From September 2013 to June 2014
Institution	Cameroon Telecommunication (CAMTEL) Yaoundé, Cameroon Translation training
Certification	Training certificate
Period	June 2012
Institution	Complexe Scolaire Bilingue Emmaüs, Cameroon Private Secondary school
Certification	Advanced Level Certificate (Baccalauréat)
Period	June 2011
Institution	Complexe Scolaire Bilingue Emmaüs, Cameroon Private Secondary school
Certification	Fold (Probatoire)
Period	June 2010
Institution	Complexe Scolaire Bilingue Emmaüs, Cameroon Private Secondary school
Certification	BEPC (Ordinary Level Certificate)
Period	September 1999 to June 2005
Institution	École primaire catholique de simbok Yaoundé, Cameroon

Certification CEP (First School leaving Certificate)

Personal skills

Languages

- ❖ Advanced knowledge in French language
- ❖ Advance knowledge in English language
- ❖ Advanced knowledge in Chinese language
- ❖ Basic knowledge of the Spanish language

Social skills

- ❖ Very good communication skill in public speaking and interpersonal interaction
- ❖ Highly confidential as most of my current job involves contract invoices and sensitive documents
- ❖ Special intercultural competencies
- ❖ and very open-minded

Other skills

- ❖ Good knowledge of Word, Excel, PowerPoint and Internet Explorer