

CURRICULUM VITAE

PERSONAL INFORMATION

Name: **KEMBOU MICHÈLE ADÈLE**



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Sex: Female | Date of birth: 12 April 1991 | Nationality: Cameroonian

POSITION

English/German > French Translator, Post-editor and Proofreader

PROFILE

Highly skilled and experienced translator holding a M.A. in Translation and having a strong background in translating Technical, Financial, Legal and Scientific documents from English and German into French. Bringing forth an excellent command of these languages, and also a track record of impeccable proofreading and post-editing. Adept in accurately assessing the context of material, translating it in an understandable and appropriate way. Using appropriate Terminology and Processes to help clients turn Global goals into Worldwide achievements. Developing a positive work ethic and a commitment to efficiency and integrity.

WORK EXPERIENCE

May 2017 - present

Freelance translator at All World Languages and Cultures Inc., USA

- Translation of documents related to Challenges organised by Destination Imagination (over 50,000 words)
- Translation of Legal documents for the U.S. Citizenship and Immigration Services (over 50,000 words)
- Translation of Insurance documents for the U.S. Social Security Administration (over 100,000 words)
- Translation of healthcare related documents for the U.S. Department of Veterans Affairs (over 150,000 words)
- Translation of documents related to oilfield services for Schlumberger (over 200,000 words)
- Translation of agroindustry related documents for USDA (over 100,000 words)

March 2018 – present

Freelance Translator at DA Languages, UK

- Translation of reports for the Anna Freud National Centre for Children and Families (over 300,000 words)
- Translation of minutes, reports, assessments for the Trafford Council (over 300,000 words)
- Translation and proofreading of complaints for the British Financial Ombudsman (over 200,000 words)
- Translation of Social work assessment for the Harrow Council (over 100,000 words)
- Translation of reports for East Riding of Yorkshire Council, Cheshire West and Chester Council (over 100,000 words)

June 2018 – present

Freelance Translator at Maxun International, China

- Translation of user manuals for Huawei, EAA™, ZVV Machinery, VESTEL, TOSHIBA, AOSHENG, Batavia (over 300,000 words)
- Translation of documents related to electronic devices for Sygonix, Speaka Professional, Renkforce, Voltcraft, Basetech, etc. (over 300,000 words)

September 2018 – present

Freelance translator at Morningside Translations, USA

- Translation of patents (over 5,000 abstracts)
- Proofreading of patent claims (over 300,000 words)

Mai 2018 – August 2019

In-house Translator at Maitriz International, Cameroon

- Translation of texts related to human rights and religions in China for CESNUR (over 150,000 words)
- Machine translation post-editing of documents related to mechanical engineering and nuclear energy for Transperfect (over 50,000 words)
- Translation of health-related documents for Sanofi, Bristol-Myers Squibb, Biogen, GE Healthcare, etc. (over 100,000 words)
- Translation of documents for UNHCR, UNESCO, UNDP, etc. (over 200,000 words)

July 2014 – October 2014

Trainee translator at the National Assembly, Cameroon

- Translation of general, legal, financial texts
- Proofreading of translated newspapers
- Translation of Oral Questions

EDUCATION AND TRAINING

November 2013 - October 2017

Master of Arts in Translation

Advanced school of Translators and Interpreters (ASTI), University of Buea

Core subjects: General translation English>French, French>English, Specialised translation English>French, French>English, Translation German>French, Research methodology, Terminology, Computer assisted translation and translation software, Editing

October 2012 - September 2013

Master 1 in English Language

University of Yaounde 1

Core subjects: Segmental phonology and English prosody, Lexicology and semantics, Prescriptive and descriptive grammar, Sociolinguistics

October 2009 - July 2012

Bachelor in Trilingual Letters (French-English-German)

University of Dschang

Core subjects: Linguistics and language teaching, Pragmatics and discourse analysis, Lexicology and use, British and American literature, German language and Literature

PERSONAL SKILLS

Mother tongue French

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
German	B2	C1	B2	B2	C1

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user

Communication skills

- Good communication skills gained through my experience as language teacher

Organisational / managerial skills

- Leadership
- Ability to team work acquired during my professional experiences with colleagues
- Talent management, project management, operations management

Job-related skills

- Good command of quality control processes in the translation industry, highly motivated, high team spirit (translation group management), client confidentiality, used to work under high pressure and strict respect of deadlines

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Independent user	Proficient user	Independent user

Levels: Basic user - Independent user - Proficient user

Software expertise

- Good command of Office suite 2019 (Word processor, Presentation software)
- Good command of photo editing software
- Good command of Computer assisted translation (CAT) tools (SDL Trados, Wordfast, memoQ, Xbench) acquired during my training and experience as a translator

Other skills

- Respect of deadlines, highly motivated, multitasking, social works

Areas of Specialisation

Technical

- Automotive industry
- IT and E-learning
- Electronics
- Agroindustry
- Telecommunications
- Machinery
- Operating manuals
- User guides
- Engineering and manufacturing
- Nuclear energy

Financial

- E-commerce
- Banking
- Marketing

Legal

- Contracts
- Insurance
- Patents
- Privacy policies
- International affairs

Scientific

- Healthcare
- Pharmaceuticals
- Environmental Science