

MAÏMOUNA KEBE

mmconstance9@hotmail.com

MULTILINGUAL HUMAN SERVICES PROFESSIONAL

Resourceful educator with more than 15 years of administration and training experience.

- International education equivalent to Master's Degree plus advanced graduate studies.
- Culturally diverse; skilled in dealing with the public
- Computer literate (MS Word, Excel, PowerPoint, Access, Photoshop CS2)
- Proficient in teaching, translating and interpreting French, English, and Wolof

AREAS OF EXPERTISE

Coaching and Mentoring
Presentations/Instruction
Team Building & Leadership

Policies & Procedures
Language support
Grant Writing

Program Development
Project Management
Client Needs Assessment

PROFESSIONAL HIGHLIGHTS

INTERPRETER & TRANSLATOR – ENGLISH/FRENCH/WOLOF | Peace Harbor, DBA 2014 – Present

- New York State Registered per diem Court interpreter for English<>French<>Wolof
- Tutored children and students in French since 2009 as freelance throughout New York State.
- Provided interpreting and translating services worldwide through employment and freelance opportunities.
- PROVIDES TRANSLATION INTO OTHER SENEGALESE LANGUAGES: FULANI, DIOLA, BAYNOUK, MANDINGO..

YOUTH DEPARTMENT OF STATE | SENEGAL 1985 – 2006

Youth & Sports Inspector (2003 – 2006), Youth & Sports Instructor (1994 – 2001), Public Educator (1985 – 1992)

- Promoted consistently within the Senegal Administration to leadership roles regarding youth programs, policies and projects.

Key achievements:

- Implemented and coordinated youth international exchange programs and helped with interpretation.
- Successfully researched and secured various valuable grants to assist with multiple Non Profit Organizations and Government Programs
- Contributed to the training of more than 100 young entrepreneurs in Senegal which improved their ability to conceive of and start a business
- Promoted microfinance for youth at an international level, through research as well as advocacy and effectively conducted two studies on the topic, participated in the 2006 microcredit international summit in Halifax.

Additional Work History:

SENIOR CARE GIVER | Senior Bridge, Utopia & Interim Healthcare, Rochester, NY 2011 – Present

CHILD CARE & TUTOR | Freelance 2009 – Present

BEAUTY ADVISOR | CVS Pharmacy, Rochester, NY 2009 – 2011

EDUCATION / PROFESSIONAL DEVELOPMENT / CERTIFICATIONS

Medical Interpreter Certificate, Monroe Community College, Rochester, NY 2014

Graduate Study & Professional Development Certificate | Michigan State University, E. Lansing, MI 2007

Certified Entrepreneurship & Promotion of Income Generation Activities Trainer, 2005

National Institute for Entrepreneurship and Small Business Development, India

Macroeconomic Management and Poverty-Reduction Strategies in sub-Saharan Africa | World Bank Institute 2004

Masters of Inspector of Popular Education Youth and Sports, Cheikh Anta Diop University, Senegal 2003

- U.S. Equivalency Master's Degree in Physical Education

Management of Micro-Projects SME SMI, Fellowship, National Institute of Youth & Popular Education, France 1998