



Stephen Kwadwo Boateng

(Full Member, Chartered Institute of Linguists, UK)

✉ boatengstephenkwadwo@gmail.com

☎ +233548505189

🌐 <https://itranscribeconsult.com/>

👤 <https://www.linkedin.com/in/skboateng/>

CIOL: <https://www.ciol.org.uk/66264>

PROFESSIONAL SUMMARY

A multi-skilled, reliable & talented language service provider with a proven ability to translate, transcribe, interpret and teach English to Akan (Twi and Fante). A quick learner who can absorb new ideas, can communicate clearly and effectively with people from all social & professional backgrounds. Well mannered, articulate, fully aware of diversity and multicultural issues. Flexible in the ability to adapt to challenges when they arise and at the same time remaining aware of professional roles and boundaries. Seeking an opportunity where inherent skills would be utilized in its fullest to enhance success.

KEY SKILLS AND COMPETENCIES

Familiar with CAT tools

Excellent Communication and Social Skills

Ability to Work Independently

Highly skilled in Word, Excel and Microsoft Outlook.

Self-Motivating

Time Conscious

Project Management

EDUCATIONAL AND ACADEMIC QUALIFICATIONS

PERIOD	INSTITUTION	QUALIFICATION
2022-2023	DPSI Online	Diploma in Public Service Interpretation, UK (On Going)
2023	RWS Group	Machine Translation Post Editing Certification
2023	Presbyterian University Ghana	Certificate in Intellectual Property Management
2022		Certificate in Public Relations and Strategic Management
		Certificate in Local Service Governance and Leadership

2021-2023	Kwame Nkrumah University of Science and Technology	MSc Educational Innovation and Leadership Science (On Going)
2018-2018	Ghana Institute of Consulting	Certificate in Consulting Practice
2012-2016	University of Education, Winneba	Bachelor of Arts (Twi Education)

AWARDS 2020 Best Teacher Award (Asante Twi); General Arts Category- Tweneboa Kodua Senior High School

INTEREST Reading, Writing of Articles, Drumming and Listening to Music.

WORK EXPERIENCE

COMPANY/INSTITUTION	ROLE(S)	PERIOD
Charity Translations	Volunteer English-Twi Translator	October 2022 - Date
World Language Bridge, UK	Freelance Translator English-Akan	October 2022 - Date
CL Translation Service, Ukraine	Language Service Provision (<i>Christian Materials</i>) English-Twi Translation, Proofreading and Voice Over Recording	July 2022 - Date
Absolute Translation Services, UK	Freelance English-Akan/Twi Translator (<i>Law, Health and General</i>)	June 2022 - Date
The Big Word	English-Twi Transcription Services (<i>Law, Immigration, etc</i>)	May 2022 - Date
RWS Group	Freelance Language Service Provider English-Twi	May 2021 - Date
Lexcelera / Eurotexte SARL	Freelance English-Akan/Twi Translator (Medical and General)	March 2021 - Date
DPSI Online Interpretation Services, UK	Level 3 DPSI Law Tutor/Assessor – Twi/Akan Teach, Assist and Assess Interpreters to obtain Diploma in Public Service Interpreting.	February 2021 - Date
Effectiff Services	Twi- English Interpreter Video and Phone Interpretation	September 2020 - Date
Scientific Animation Without Borders (SAWBO), Michigan State University, US	African Languages Consultant Covid-19 Related Projects English-Akan/Twi file Translation and Voice Over Artist (Volunteer) Mobilization of other Linguists for same course (i.e Dangme and Dagbani)	April 2020 - May 2021
	African Languages Consultant	June 2021 - Date

Purdue University – Indiana State, US	English-Akan/Twi Translator	
The Translation Gate	Freelance English-Akan/Twi Translator (<i>Law, Health and General</i>)	April 2020 - Date
Alison Group	Covid-19 Twi Course Pack Translation Team Member - Volunteer	April 2020
Cross Boarder Translation	Freelance English-Akan Translator (<i>UI, Technology, Health and Law</i>)	May 2020 – Date
Quality Metric	Freelance English-Akan/Twi Translator (<i>Health/Medical</i>)	January 2020 – Date
GoTransparent 1. Future Trans 2. Afro Lingo	Freelance English-Akan Translator (<i>UI, Technology, Health, Communication</i>)	December 2019 – Date
Optum LLC	Freelance/Medical English-Akan/Twi Translator	June 2019 – Date
QualWorld USA, Inc.	Freelance/Medical English-Akan/Twi Translator	May 2019 – Date
Tweneboa Kodua Senior High School	English And Asante Twi Tutor English And Asante Twi Examiner	February 2019 – November 2022
Edata Farm LLC. – California	African Languages Consultant English-Akan/Twi Translator	December 2017 – January 2022
iTranscribe Consult, Ghana	Senior Management Consultant Language Projects Team Lead English-Akan/Twi Translator Akan/Twi Transcriptionist Technical Proposal Writing	December 2017 - Date
Upwork	Freelance English-Akan/Twi Translator	August 2017 - Date
Kasahorow Language Firm	Akan/Twi Social Media Community Manager English-Akan/Twi Translator	August 2017 - Date
Celestial School Complex	Asante/Akuapem Twi Tutor Asante/Akuapem Twi Examiner	September 2017 - July 2018
USAID & University of Education, Winneba	Team Leader (School Language Mapping Project) – Asante Akim South Municipal	January 2017 - February 2017
National Commission for Civic Education (<i>Asante Akim South Municipal</i>)	National Service Minutes writing during staff meeting Typing of field report Civic Education for General Public	September 2016 - August 2017
Kofi Agyei Senior High School	Internship Program Asante Twi Tutor	September 2015 - December 2015

PROFESSIONAL ASSOCIATION

ORGANISATION/INSTITUTION	ROLE
Chartered Institute of Linguists, UK	Full Member
Network of African Language Teachers and Translators (ALATT)	Member
Graduate Students Association of Ghana, KNUST	Member
International Literacy Association	Member
National Association of Graduate Teachers	Member

REFEREES

Mr. Joseph Duffor Junior
Senior Information Officer
Information Service Department-Kumasi Metropolitan
+233244763847/ +233205208999
joewaladi1@gmail.com

Mr William Agbo
Former Managing Trustee
Kasahorow Organization
william.agbo@kasahorow.com
+233264291705