

# Ray NKOUKA

## Freelance Translator, Subtitler and Proofreader (English/French)

*Dedicated, professional, fast translator and subtitler. Efficient translation services, delivery before deadline: Subtitling, Translation, Proofreading, Revising.*

### Education

**Master of Arts degree of Translation and Interpretation** / [Université Paris Nanterre](#) Paris

From September 2017 to July 2018

**Bachelor of Arts in Communication** / [Université Paris Nanterre](#) Paris

From September 2018 to July 2019

### Work experience

**Subtitle Translator, Independent Contractor** / [Rev](#) California, US

Since April 2019

- over 58 subtitling jobs Completed.

**- Specializations:**

General, Pop Culture, Business, Finance, Politics, Marketing, Technology, Communication, Administration, Literature.

**Part time Receptionist** / [Alan Allman Associates](#) Paris

From April 2020 to June 2020

- Served as front desk attendant, including answering phones, greeting visitors, scheduling meetings, and maintaining front lobby.
- Delivering time-sensitive documents to employees.
- Helped plan and execute company holiday parties and journeys.
- Placed orders for the company, performed mailings and send parcels.

**Communications Assistant** / [La Metisse](#) Paris

From April 2018 to June 2018

- Provided administrative support to programs and internal teams
- Drafted and edit communications copy (e.g. press releases, publications, social media posts)
- Helped implement communications strategies
- Assisted in maintaining web content and executing social media strategies
- Updated databases and media lists
- Tracked projects and media exposure
- Facilitated effective internal communications
- Maintained calendars and appointments
- Prepared presentations and reports

**Junior Translator and Data Manager** / [Africultures](#) Paris

From June 2017 to September 2017

- Translated movies and documentaries synopsis
- Managed and Updated movies and documentaries database

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### Languages

**English**

**French**

### Computer skills

**Software and Cat Tools**

Subtitle Edit, Wordfast,  
Memo Q, SDL Trados, Word,  
Excel, PowerPoint.

### Interests

**Literature, Cinema, Football,  
Comics, History**

📧 @raynkoukamilandou

📧 @raynkouka

📧 @darealray