



BOLI GUIPIE STEPHANE FREJUS
TRANSLATOR

CONTACT



TELEPHONE

+22509090173



ADDRESS

Bp: 553 DABOU



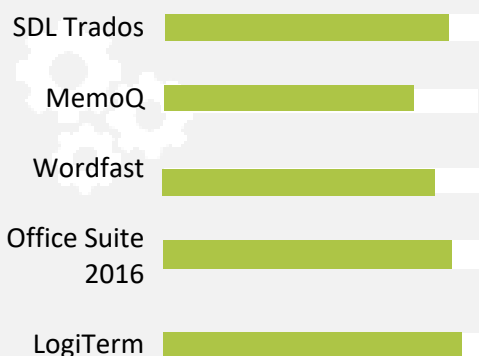
EMAIL

styphe@gmail.com

LANGUAGES



SKILLS



ABOUT ME

Multidisciplinary translator whose mother tongue is French, graduated from the Chartered Institute of Marketing of the United Kingdom and the School of Translators Ghana, with a rich professional experience acquired in an intercultural and international environment during many missions: translation, revision, quality control, coordination of multilingual projects and multimedia.

PROFESSIONAL EXPERIENCE

2016 - Ongoing | Multidisciplinary Translator, Proofreader, Project Manager | TRANSLATION FIRM

Missions performed

- Translation and revision (mainly English - French / English - English) in the legal, medical, economics, finance, technical, medical equipment, IT, marketing and corporate communication etc.
- Management of multilingual projects from quotation to delivery, through assignment to competent translators and project monitoring (customer-translator link).
- Development of glossaries.
- Quality control (style guide, proofreading, revision and follow-up of customer feedbacks).
- Translation of African languages: Batey, Dyula, Bambara, Mossi (Morey), Ashanty, Baouley, Akan.
- **2015 – 2016 | Translator and Junior Project Manager | TRANSLATION FIRM**

Missions performed

- Project management, glossaries, style guides.
- Translation and proofreading (French - English / English - French): Articles of Association, company registration certificate (K-bis), bidding documents, medical reports, tax adjustment file, tourist websites, gastronomic offerings, press articles, safety data sheets, maintenance sheets, advertising catalogs, sustainable development, etc.
- **2014 – 2015 | Translator-Terminologist | TRANSLATION FIRM**

Missions performed

- Creation and revision of several hundred terminology records, in English and French.
- Computer-assisted technical translation (Trados).
- Creation, maintenance and management of translation memories (Trados)
- **2012 – 2013 | Customer Advisor - Sales Force Manager | ORANGE ET CÔTE D'IVOIRE TELECOM**

Missions performed

- Customer advisory services, Customer Records Management, Customer Portfolio Development, Business Development Support for O.C.I.T Abobo.
- **2008– 2011 | TRANSLATOR | FREELANCE**

Missions performed

- Translator working as a freelancer, I propose a professional translation service, adapted to your needs. I translate your technical manuals but also your documents for commercial or internal use, in order to guarantee your company a homogeneous documentation.

EDUCATION

2005 –HIGH SCHOOL DIPLOMA A2 – CÔTE D’IVOIRE.

2007 – PROFICIENCY IN ENGLISH – PRESTIGE GATEWAY ACADEMY – ACCRA (GHANA)

Written comprehension, Writing, “English in Use” grammar and vocabulary. Thorough understanding of syntax. Listening comprehension, Oral expression.

2009 – PROFESSIONAL CERTIFICATE IN MARKETING (Level 3) – CHARTERED INSTITUTE OF MARKETING – UK

Modules

Marketing, Communication, Business Environment, Commercial and Corporate Law, Accounting, Finance, Human resources.

2008 – 2009 – CHARTERED CPD (Continuing Professional Development) PROGRAM – CHARTERED INSTITUTE OF MARKETING – Royaume-Uni

Continuing Education Program: Marketing, Communication, Business EnvironmentCommercial and Corporate Law, Accounting, Finance, Human resources.

2007 – 2011 – Bachelor Degree In Translation (School of Translators)

Skills: Realization of specialized translations, Management of unilingual or multilingual translation projects, Localization of electronic content (websites, software, video games), Technical and linguistic revisions, post-editing, Controlling the quality of translations, Evaluating machine translations for commercial use, Compile terminology glossaries, corpora or translation memories.

