Ivan Bradley NDONG BELINGA

Personal details

Ivan Bradley NDONG BELINGA

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6 Square des Troyens, France
80080 Amiens

Skills

Use of the Pack office	●●●●○
Writing skills	●●●●○
Teamwork	●●●●●

Languages

French	●●●●●
English	●●●●○

Profile

I am an easy-going, hard-working person who is curious to learn and adapts easily to any environment.

Education

Master's I in translation (English and French)   **Sep 2017 - Aug 2018**
Advanced School of Translators and Interpreters, Buea

Bachelor's Degree in bilingual studies (English and French)   **Sep 2014 - Jul 2017**
University of Yaounde I, Yaounde

GCE Advanced Level   **Sep 2013 - Aug 2014**
Gopal International Bilingual College, Yaounde

Employment

Freelance translator and content writer   **Mar 2017 - Present**
Freelancer, Remote
- Use creativity to develop a story line that will catch the reader's eye
- Format a manuscript by proofreading and correcting mistakes to ensure perfect linguistic quality
- Conduct effective and reliable research to write news stories about French and international celebrities correctly
- Write buying guides for various products (mattresses, hoovers, microwaves, shower heads, etc.)
- Translate e-books, stories and websites

Senior translator   **Jul 2020 - Aug 2022**
Ministry of Decentralization and Local Development, Yaounde
- Carry out written translations from French to English and from English to French, while respecting the confidentiality of exchanges
- Edit texts produced by automatic translation software
- Use style guides and glossaries for optimum translations
- Draft glossaries and terminology databases using translation tools
- Translate oral conversation in a way that is faithful to what people say
- Be highly autonomous by being highly organized and meeting deadlines

Translator Intern   **Sep 2018**
Ministry of Tourism and Leisure, Yaounde
Seven-week internship at the Ministry of Tourism and Leisure as a translator. Assisted in the translation of the Ministry's organization chart, among other technical documents