

CURRICULUM VITAE

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FRENCH ENGLISH AND PORTUGUESE TRANSLATOR

PERSONAL SUMMARY

A reliable, dynamic, open-minded and talented translator with a proven ability to translate written documents of various fields (General, Administrative, Technical, Scientific and economic translations) from a source language to a target language (French – English – Portuguese). A curious and resolute worker who loves learning new languages, reading news & books, travelling and connecting with people from different horizons, races and cultures. As a translator who has worked in a multilingual and multicultural environment, he has developed intercultural skills to deliver excellent translations. He values effective communication and would like to work in a successful and ambitious environment that offers great opportunities for career development and progression.

EDUCATION AND TRAINING

Bachelor of Arts Degree in Translation,

Ghana Institute of Languages, Accra, Ghana

2020

Core Subjects:

- General Translation A-B & B-A;
- Technical and Scientific Translation B-A
- Legal and Economic Translation B-A
- Advanced Translation in Portuguese
- Introduction to Interpretation A-B & B-A

Baccalauréat de l'Enseignement Secondaire, Série A4.

Complexe Scolaire Privé l'Eau-vive, Niamey, Niger

2015

LANGUAGE COMBINATION

- French Language A | Native - written and spoken
- English Language B | Advanced – written and spoken
- Portuguese Language C | Advanced – Written and spoken

EXPERIENCE

Freelance Translator

July 2019 to date

- Translated documents/letters from English into French for individual contractors
- Edited, proofread, and revised documents that have been translated into French
- Translated Application content from English into French for individual contractors.
- Rendered/edited and proofread game content from English into French individual contractors.
- Edited, proofread, and revised materials translated into French
- Translated Curriculum Vitae from French into English for multiple clients
- Volunteered for subtitling Religious content videos from English into French
- Video subtitling volunteer at TEDx

- Translator volunteer at “Translators Without Borders”

Youth Bridge Foundation, Accra - Ghana

February - August 2020

A Youth focused Non-Profit Organisation which helps them build their capacities to become responsible and active citizens for sustainable development.

Main areas: *Education and Training Support, Youth Representation and Participation in Governance, Leadership and Community Development.*

- Collaborated with a team of young, dynamic and professional workers to translate administrative documents from English into French and vice versa
- Successfully Translated documents relating to the development sector while working with a translation team from English into French and vice versa
- Rendered more than 7000 words in relation to the education sector from English into Portuguese
- Translated flyers from English into French and Portuguese

West Africa Civil Society Institute, Accra - Ghana

July 2019

A non-for-profit Organisation which focuses on strengthening the capacities of Civil Society in West Africa. This approach aims at making civil societies responsive, collaborative, representative, resilient and influential through knowledge sharing, learning, connecting and influencing.

Main areas: *Civil Society, Market Research, Media affairs/Public Relations, Research and Development, Tertiary Education.*

- Collaborated with a team of over 6 people to timely deliver over the translation activities of the institute. Translated in total more than 14 000 words related to the development sector from English to French and vice versa
- Translated administrative, communication and project-based documents from English to French and vice versa
- Carried out Situational Reports – a documentation of civil society engagements in governance, advocacy, capacity building, women and youth leadership etc. – on Mozambique, Ghana and Chad.

CASIS FORUM, Cotonou – Benin and Lomé – Togo

June – July 2017

An international Translation and Conference Interpreting Society that provides conference interpretation equipment and services, as-well-as translation services.

Main areas: *Conference Interpreting services and equipment, Translation services, Interpretation equipment maintenance and installation, etc.*

- Translated administrative and project-based documents from English into French and vice versa
- Installing conference interpreting equipment for more than 8 meetings

OTHER SKILLS

- Skills in Microsoft Office (Advanced level)
- Good listener
- Good interpersonal relations
- Familiar with translation software tools: MemoQ, Smartcat, OmegaT and Trados (Advanced level), Linguee, Reverso and Wordreference.
- Able to prioritise work
- Well organised