

PERSONAL INFORMATION

Vivian DURMIS



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WORK EXPERIENCE

01/09/2020–present

English conversation teacher

INSA Strasbourg (France)

01/04/2019–present

Translator (Online)

Prison Insider, Lyon (France)

- Translation of contents (reports and articles) for Prison Insider's website (Fr/En) and (Es/En).
- Revision of texts and articles written in English by non-native speakers.

01/05/2012–30/06/2019

Project manager (online)

Marta IGLESIA Translators, Barcelona (Spain)

- Handling requests from clients as well as managing communication between the translator and clients (Es/En).

01/11/2014–04/11/2017

Customer attendant and sales representative

Conseil départemental du Bas-Rhin (Le Vaisseau), Strasbourg (France)

- Welcoming and directing clients upon arrival as well as selling entrance tickets.
- Managing the cash desk before and after sales as well as balancing of accounts at the end of each day.

01/05/2012–30/09/2013

Field officer

Embassy of Belgium, Abuja (Nigeria)

- Interviewing visa applicants and managing the relationship between the embassy and other institutions.
- Study visa applications to identify irregularities/validate file conformity.
- Writing of monthly reports and feedback (from the field) for the European Union in English and French.

01/04/2009–31/03/2012

Administrative assistant

Consulate General of Spain, Lagos (Nigeria)

- Receiving and transmitting calls via the switchboard.
- Handling and computing of data relating to visa applicants.
- Editing and translating of meeting reports and official mail.

01/10/2013–15/03/2014

Bilingual manager

West Africa Union of Tax Institutes, Lagos (Nigeria)

- Handling key roles in preparing and organising international conferences and visits with the 13-member countries.
- Coordinating the exchange of communication within the Union.
- Managing the archives, translating and interpreting during key meetings and conferences.

EDUCATION AND TRAINING

- 01/09/2018–30/06/2020
EQF level 7

Master 2 Traduction et Interprétation : Traduction TRONC COMMUN
 ITIRI - University of Strasbourg, Strasbourg (France)

Professional translation - En, Fr, Es
 Liaison interpretation - EN, FR
 Use of TAO
- 01/09/2017–30/06/2018
EQF level 6

Master 1 CAWEB
 University of Strasbourg, Strasbourg (France)

Professional translation En, Fr
 Creation/translation of multilingual websites
 Use of TAO
 Use of PAO
- 01/03/2014–15/01/2017
EQF level 7

Master 2 (Bilingual Fr and En) Ethique en droits de l’homme
 University of Strasbourg

Human rights and Humanitarian aid
 Ethics and bioethics
 International humanitarian Law

PERSONAL SKILLS

Mother tongue(s) English, Igbo

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
French	C2	C2	C2	C2	C2
Diplôme approfondi de langue française C2 <small>Recherches en langues françaises</small>					
Certificat de compétences en langues de l'enseignement supérieur B2					
Spanish	C2	C1	C1	B2	B2
Portuguese	B2	B2	B1	B1	B1
Certificat de compétences en langues de l'enseignement supérieur B1					
University unit course					
German	B1	B1	B1	B1	B1
Chinese	A2	A2	A2	A2	A2
University unit course					

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages - Self-assessment grid

Communication Skills

- Owing to my vast work experience as an administrative assistant, I was in charge of communication between the Consulate and the public. This task required a strong communication capacity which I possess.
- My job as a customer attendant during three years at Vaisseau also proved my communication and relational capacity.

Organisational / managerial skills

- Being a mother and a student is for me a proof of my organisational and managerial skills. I also spend time working on part-time basis. I manage these tasks well and effectively.
- When I worked as a bilingual manager, I managed both office work and staff successfully.
- In my secondary school and my first-degree days, I was always in charge of school clubs and societies. This also shows how I can organise and manage activities well.

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem-solving
Proficient user	Proficient user	Independent user	Proficient user	Independent user

Digital skills - Self-assessment grid

- Proficient knowledge of Microsoft Office.

Interpretation experience

- Spontaneous interpretation for NAPTIP Nigeria 3-day conference on child trafficking

Other skills

- Certificate of BAFA 2017
- Coordinator of support group for adolescents