**Name** GUALEM TAKALA

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**TRANSLATOR**

**Bilingual (English – French)**

**SERVICES OFFERED**

* Translation of General, Specialised and Technical Texts
* Proof – Reading
* Post- Edition
* Editorial and Linguistics Counselling

**TRAININGS**

* **2015–2017**:Master in Translation (University of Dschang) ;
* **2014 :** Master 1 in English and Commonwealth Studies University of Dschang) ;
* **2013 :** Bachelor Degree in Bilingual Letters (University of Dschang) ;
* **2010 :** Baccalaureat A4 Allemand (GHS of Bafang)

**PROFESSIONNALS EXPERIENCES**

* Internship of 03 Months (September – November 2015) at the Documentation and Translation Sub- division of ENEO (Douala)
* Internship of 01 Month ( April – May 2016) at the Translation’s Unit of MINPOSTEL : Cameroon’s Ministry of Posts and Telecommunications (Yaounde):
* Currently in Internship at Optimus Translation (Yaounde)

**SPECIALISED SUBJECTS AREA**

* Administrative translation: Degree, Transcripts, Certificates, Attestation etc.;
* Literal translation: Novel, Articles;
* Translation of Specialised Documents: Agriculture, Livestock, Environment, Climate Change, Renewable Energy;
* Medical translation: User manual of Medical Device etc.;
* Technical Translation: Electric household Appliance, Civil Engineering, Architecture, Electronic construction, Logistics, Geology etc.;
* ,ITC Translation: tutorials and guides of software, telecommunication etc.;
* Economic Translation: Financial Reports, Audit Reports, Certificate of conformity of a Manufacturer to Good Practice, etc.

**ITC knowledge:**

* Office suite
* All versions of SDL Trados,
* MemoQ,
* WordFast
* MemSource
* Antidote
* XBench