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Personal summary

A multilingual, multi-skilled, reliable, talented and professional translator and teacher with over five years of freelance translation and teaching. A quick learner who can absorb new ideas, communicate clearly and effectively with people from all social and professional backgrounds. Well mannered, articulate and fully aware of diversity and multicultural issues.

Would like to work as a dedicated translator or teacher for a successful and ambitious company that offers great opportunities for career development and progression.

Ability Summary

1- Translation

- Sound ability to translate literary, legal and religious documents,
- Willingness and skills in research activities,
- Ability to proofread and edit documents,
- Ability to make sight translations,
- Ability to give full attention to what is written, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times yet able to work to tight deadlines,
- Willingness to talk to others above all resource people to convey information effectively,
- Ability to communicate effectively in writing as appropriate for the need of the audience,
- Willingness to manage one's own time and the time of others,
- Command of idiomatic French and grammar,
- General erudition with French, English, Ewondo and Bulu,
- Computer/word processing skills,
- Ability to work independently,
- Excellent interpersonal skills and ability to work in a team environment.

Work experience

- Worked freelance for MCS Adulis, Silver Spring ,Maryland, United States of America (2013)
- Worked freelance for many other translation agencies, catholic churches and charities,

Exxon Mobile Cameroon, The Ministry of Health Cameroon, The Ministry of External Relations Cameroon, les Sœurs Servantes du Saint-Cœur de Marie-Cameroun, Collège Saint Cœur de Marie- Cameroun. The International Institute of Tropical Agriculture (I.I.T.A) Cameroon and Nigeria. (2007- 2012)

- Served as an interpreter in many cultural and religious events such as the National Day, the Youth Day, the Bilingualism Day, the Ebogo touristic festival and visits of cardinals, bishops and archbishops- Mbalmayo, Cameroon. (2008-2012)

Duties

- Translate literary, legal, medical documents from English into French,
- Translate prayers, religious songs from French into English or from French into Ewondo,
- Translate messages simultaneously or consecutively into French or into national languages such as Ewondo or Bulu,
- Adapt translations to students' cognitive and grade levels. Collaborating with educational team members as necessary or resource persons when translating into a national language,
- Compile terminology on the OHADA Accounting Law, the United Nations System, Cancer, Malaria, Solar energy, Mechanics and Sustainable development.

2- French/English Teacher and Tutor

Ability summary

- Ability to teach both French and English in junior and senior classes, to both young and adults learners,
- Ability to prepare and plan a class according to the scheme of work,
- Ability to set examinations, mark scripts, provide marking guides to other teachers and colleagues and do remedial work with students,
- When I have mixed level classes, minimal resources; students who cannot read, write or just do not like the language, I know how to instill interest in them. For example, I can make them work in pairs, in small or large groups, I can reward those who are working hard or just trying, I can also plan outdoor activities, play, draw, write, shoot a movie, sing, use proverbs, tell stories or tales or do anything else that could help me boost their level.
- Having learned psychology as a minor in university, I know some students learn better when they see what they are taught, others when they hear it, a good many when they write and the last ones when they are the main actors. As a matter of fact, I usually teach the four skills(reading, writing, listening and speaking) according to these four principles, same for the two sub skills (grammar and vocabulary).
- Ability to teach intensive classes. I had already taught mostly examination classes and were involved in writing and marking mock exams and official exams.
- Being a senior translator, I often use translation as a last resort to explain a difficult word or a grammar point. At times, I can ask students to translate a text to make sure they have understood the vocabulary drill or the grammar point.
- To make sure my level of skills was increased I had and gave observations through

- peers observation, read teaching books and magazines and had feedback and grading from my students or peers.
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Work experience

Prior to my departure to the United States, i taught French and English for Four Years at College Saint-Cœur de Marie – Cameroon (a Canadian Catholic High School located in nine countries in the world and in the United States). In Cameroon, it ranks among the ten best high schools every year and has a student enrollment of 2000.)

Duties

- As the Head of the English Department, in addition to teaching French and English, i held departmental meetings, wrote reports, assessed other teachers of the department, proofread examination papers, provided marking guides for the teachers, welcomed and worked with national pedagogic inspectors, proposed themes for the various pedagogic activities, checked the log books, attended and gave teaching workshops, actively took part in all meetings with the management of the school, represented the school in many seminars and workshops at the regional and national levels, organized discussion groups with students, wrote and proofread articles in English and French for the news club.
- I had five observed teaching hours each month by a national pedagogic inspector and were asked many times to give model classes in my school and in various schools,
- I organized free of charge catch-up classes in French and in English every Wednesday afternoon,
- I also took part in the catch-up classes organized by the school every Saturday morning and holidays,
- I supervised activities in the English Club and Club de la Francophonie,
- As the youngest member of the Cultural Committee, not only did I take part in students' rehearsals and various selections for the Youth day celebrations or schools competitions but also had to travel with them to other places and made sure they behaved themselves and above all came back victorious.
- As a head teacher of an examination class, every year, i had to work hand in hand with the other teachers of my class to find strategies that would enable all my students to pass their official examination.

Education and Trainings

Issuing Institution

- **Advanced School of Translators and Interpreters** (A.S.T.I, University of BUEA, Cameroon, 2007 (the most outstanding school in Central and Western Africa)
Qualification: Master's Degree
Course of study: Translation
- **Yaounde I University, Faculty of Arts, Letters ans Social Sciences (F.A.L.S.S)**
- **Qualification:** Bachelor of Arts in B.S (French and English, minor: psychology)

- **Course of Studies:** Bilingual Studies (the most selective program in the Faculty of Arts)
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- **Government Bilingual High School**, Mbalmayo, Cameroon
- **Qualification:** Secondary Education Baccalaureate
- **Course of study:** Arts and Letters (French, English, German, philosophy, history, mathematics, civics, sports.)
- **Grade:** Fairly Good (out of a thousand at most twenty students are given this grade)
- Internship in the Translation Unit of the Ministry of Health (Cameroon, 2006)
- Internship at IFORD (Cameroon, 2005)
- Internship at I.I.T.A (Cameroon, 2004)
- Many workshops on translation and teaching methods
- Trained as a material specialist and assembler at Hughes Network System USA (2012-2013)
- Joined the **US NAVY** as a reservist and was trained by the latter as an Engineer. (Great Lakes, Chicago, Illinois 2013-2014)

Honors and Activities

- Award for the best teacher of the year by the Principal and the management of College Saint Cœur de Marie- Mbalmayo -Cameroon (2012)
- Award for the best teacher, head teacher and resource person by the Reverend sisters of the SSCM (2011)
- Recognition for my achievements and commitment in the domains of translation, teaching, writing, youth counseling and culture.
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Additional Information

Languages

- Fluent in; French (A), English (B),
- German (reading and writing knowledge)
- Also fluent in Ewondo and Bulu (Two of the many National languages in Cameroon)
- Currently learning Spanish

Hobbies

- Writing novels, tales, proverbs and poems.
- Reading books and magazines
- Listening to music
- Watching movies

Important: references, photos with students, articles in the school newspaper, translations or examinations set and so on at request.