**RESUME/ CV**

**Contact**

Ndimba Fomene Carole

C/O Optimus Translation Agency

Yaoundé Damas, Cameroon

**Marital status:** Single

**Mobile Tel.:** (00237) 679 60 98 65 / (00237) 697 09 38 69

**E-mail:** carole.ndimba@yahoo.fr

carolendimba@yahoo.fr

**My objective:** Efficient communication through accurate translations.

**My ADN:** Respect-**Precision-Transparence-Daring-Confidentiality**

**Language combination:**

English and Spanish (Source languages)

French (Target language, Mother Tongue)

**Services:**

Translation, Proofreading, Teaching, Terminology research, Research, Post edition

**Specialist subjects areas:**

Environment, biodiversity, conservation of biodiversity, hydrocarbons, automotive, golf, fashion, mode, dress designing, ICT & telecommunications, civil engineering, engineering, internet, software, information sciences, computer engineering, data communications, data processing, industrial automation, aerospace, aviation, administrative documents, deontological codes, Human development and demography, tourism, travel, discovery, game, mobile game, Econometric Statistics, Economics, Macroeconomics, public finance Commerce, e-economy, bank, finance, marketing,  Maps, Location, Navigation, Learning Nuggets, Simulation, Pharmaceuticals, Pharmacology, Anatomy, Biology, Biomedical, Trade (general), Medicine - Neuroscience, Medicine - Nursing, Medicine - Medical Technology, Medicine (General), Health, law, litigation, civil law, taxation, contracts, tenders, tourism, e-commerce products, spray pulverization, business, procurement policies, automotive, marketing, agriculture, culinary texts, cooking machine, Shipping document, Textiles, clothing industry, religion, law, advertisement, stock exchange, oil refining and exploration, elections, mobile phones, decentralization, local governance, conflicts, religion, speeches, curriculum vitae, letters, reports, thesis, long essay, agriculture, decrees, General texts…

**Presentation:**

I am a professional translator, post editor and proofreader with five years of experience. My working languages are English, Spanish and French. French is my mother tongue or native language and English and Spanish my second and third languages respectively. My elementary and high school was basically French-oriented. After my B.A. in trilingual Studies (French-English-Spanish), I immediately continued with the Master program at the end of which I defend a thesis under the theme “***Analysis of the trilingual terminology (French-English -Spanish) of the conservation of forest biodiversity with the aim to contribute to the elaboration of a Cameroonian standard”*** and I satisfactorily obtained my M.A. in Translation and interpretation. I work as intern translator at Optimus Translation Agency, a translation agency supplying translation, post-edition and proofreading services in both public and private sector in Cameroon and abroad. I also worked as intern at the Translation Unit of the Ministry of Posts and Telecommunications of Cameroon in April 2015 and from December 2016 until now. In May 2017, I was delighted to have been selected by the Head of Translation Unit of the Ministry of Posts and Telecommunications to supervise translators-in-training (they were students of Master 2 in translation and interpretation coming from University of Dschang) within the framework of their academic internship.

**Other skills and interests:**

I am interested in languages, communication, economy, current events, travelling, music and I am soccer communicator.

**Education:**

-M.A (Masters of Arts) in Translation (French-Englis-Spanish): Department of Foreign Apply Languages, University of Dschang, 2016

-B.A. Trilingual Studies (French-English-Spanish): University of Dschang, 2013

-Baccalauréat A4 Lettres-Philosophie: Government Bilingual High School of Bafoussam, June 2008

**Professional Courses:**

* 2017 : Translator at Optimus Translation Agency
* 2017 : Freelance translator at KSC translation (a Cameroonian translation agency)
* December 2016 till July 2017 : Internship at the Translation Unit of the Ministry of Posts and Telecommunications, Cameroon
* April 2015: Internship at the Translation Unit of the Ministry of Posts and Telecommunications, Cameroon; and **freelance translator** until date
* October 2013: Internship at Optimus Translation Agency
* 2013 till date: Freelance translator

**Research works:**

* Writing of a Master thesis entitled : “***Analysis of the trilingual terminology (French-English -Spanish) of the conservation of forest biodiversity with the aim to contribute to the elaboration of a Cameroonian standard”,*** under the supervision of Dr Clement NIMESSI, Expert-Member of International Organization for Standardization (ISO) / TC37 in charge of Terminology, Expert-Member of International Electrotechnical Commission (IEC)/TC1 in charge of Terminology, Active Member of European Association for Terminology, Lecturer in Terminology and Translation,Gaston Berger University, St Louis-SENEGAL, Univ. of Ydé 1, Univ. of Dschang, Protestant Univ. of Central Africa & ISTI
* Holder of a CAPIEMP obtained in June 2012 at Bilingual Training College of General Education Teachers of Bafoussam

**Working Experience:**

Experience includes freelance services in:

 Elaboration of bilingual and trilingual glossaries and lexicons in various domains including automotive;

 Project of more than 200,000 words related to conservation of forest biodiversity;

 Over 500,000 words as part of a team in e-commerce-related website;

 Over 300,000 words related to MTPE of e-commerce products

Over 20,000 words related to automotive;

 Project of more than 100,000 words related to mode;

 Over 200,000 words related to the European Union and Cameroon cooperation on classified facilities in Cameroon;

 Over 30,000 words of the WD/ISO 2292:2015, on Cocoa Beans Sampling;

 Elaboration of trilingual glossaries and lexicons related to the Data Communication, Internet and Telecommunication;

 Over 10 000 words on Air powered Drills Manuals;

 Over 10 000 words related to the environment;

 Over 12 000 words on patents on Assembly and Method of Water purification;

Variety of user manuals on integrated paint system;

**• Agriculture, Environment and Tourism:**

▫ Project of over 35,000 words on dry land management and preservation techniques in East African regions;

▫ Over 25,000 words on tourist guide and other tourism-related documents;

**• Legal, Business and Marketing translations**

▫ Variety of legal documents, including contracts, company incorporation documents, insurance, internal company regulations, minutes of meetings and circulars, legal advice letters, tax and policy forms, birth and marriage certificates

▫ Variety of company financial documents including company accounts, annual reports and auditors’ reports

▫ Business letters

**• Others:**

▫Translation of certain required documents, including Degree Certificates, Birth Certificate, Marriage certificate, Divorce certificate

Health and Medical devices, short project on dying and tying materials

**Work load per day:**

3000-3500 words per day

Available throughout the week

**CAT TOOLS USED:**

SDL Trados Studio 2011, 2014 and 2015, Memsourse, Accros, Wordfast, Memo Q, Déjà Vu, Microsoft Office Word, Microsoft Office excel, Microsoft Office publisher, Microsoft Office power Point, Adobe Reader…

**Referee contact details:**

* Dr Clément NIMESSI, Expert-Member of International Organization for Standardization (ISO) / TC37 in charge of Terminology, Expert-Member of International Electrotechnical Commission (IEC)/TC1 in charge of Terminology, Active Member of European Association for Terminology, Lecturer in Terminology and Translation, Gaston Berger University, St Louis-SENEGAL, Univ. of Ydé 1, Univ. of Dschang, Protestant Univ. of Central Africa & ISTI. **TEL: 699874386, EMAIL: cnimessi@yahoo.fr**
* Dr. Magloire KENGNE FOKOUA (Chargé de Cours) Traducteur et Interprète assermenté auprès des tribunaux et notariats de la République Fédérale d'Allemagne. Enseignant chercheur au Département des Langues Étrangères Appliquées et coordonnateur du Master Professionnel de Traduction & Interprétation de l'Uds. **BP  49 Dschang, Cameroun Tel.: +237 670 28 82 48GSM Allemagne: +49-176-29183080
Courriel:** kengnemagloire@yahoo.fr**,****fokouamagloire@yahoo.fr****Skype:Magloire.Fokoua**
* Sofya Mikhtharyants, project manager 99words translation. Email: 99wwords.sofa@gmail.com ; skype: mikht-sophie
* Mr YOUMBI Basile, Translator and Interpreter at the Translation Unit of the Ministry of Secondary Education of Cameroon. **Contact: 699418506 / 67589153**
* Ikram OUAZZYN, Project Manager Assistant at Trans4Orient. **Email:** i.ouazzyn@trans4orient.info
* Nataliya Staroselskaya, Project Manager at Literra Translation Company N.Staroselskaya@li-terra.com
* Miss BOGNING FOFOU Luclesse, Freelance translator. **TEL: 674511167 Email:luckybf2008@yahoo.fr**

*Ndimba Fomene Carole*

*Freelance translator*