

RESUME

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Translation – Proofreading - Localization
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LANGUAGES

- French – (Native language)
- English – (Fluent)

WORK EXPERIENCE

January 2007 to present: Freelance translator in a number of fields including tourism, hotels, business, marketing, electronic appliances, social science, petroleum, Education, Business, Technical, Health, IT, Environment, Human Rights, Economics, Diplomacy, Religion, Legal, Architecture, Mechanics, etc.

SOME TRANSLATED DOCUMENTS

October 2013

- *REDD+ Program, VILLAGE APPRAISAL, 16,288 words*

September 2013

- *FANUC Robot Series, MAINTENANCE MANUAL: 170,509 words*
- *PEDDINGHAUS Cutting Machines, Website translation (second batch):*

August 2013

- *FANUC Robot Series, MAINTENANCE MANUAL: 53,307 words*
- *PEDDINGHAUS Cutting Machines, Website translation (Second batch): 53,573 words*
- *REDD+ Program, EXECUTIVE SUMMARY: 5,574 words*

July 2013

- *PEDDINGHAUS Cutting Machines, Website translation (First batch): 45,684 words*

May 2013

- *Hyundai Rotem Company, FAILURE ATTRIBUTION - ROTEM/SNCFT, 5,548 words*
- *GRTG SCADA proposal 30042013: 12,288 words*
- *FANUC Robot Series, MAINTENANCE MANUAL: 43,009 words*

April 2013

- *ConocoPhillips: PROVISION OF MACHINE SHOP REPAIR SERVICES: 10,073 words*
- *CSC WEEKLY LAUNCH GUIDE: 1,540 WORDS*
- *ISPAT_NEWS: 1,245 WORDS*

March 2013

- *LYTHOS DIGITAL IMPRESSION SYSTEM – 6,695 WORDS*
- *BEKO MACHINES_DISHWASHERS, COOKERS, WASHING MACHINE, : 6,210 words*

November 2012

- *MEDICAL REPORT ON THE CASE OF MRS. ONGOBA – 8,972 WORDS*

October 2012

- *BID SCHEDULE OF RATES for CAFC-OIL project : 3,963 words*
- *HYTORC TORQUE MACHINE - OPERATIONAL AND SPARE PARTS MANUALS: 50,000 words*

August 2012

- *The 50 Greatest Performances of Classical Music: 1,010 words*
- *Nord West motor and sailing boats : 25,250 words*

Localization project from English to French Canadian

- *FRA_CurrentData: 3,365 words*
- *FRA_GDS_MSG: 4,030 words*
- *FRA_Vehicle_SW_Management: 8,243 words*
- *FRA_DTC: 2,107 words*
- *FRA_Actuation: 334 words*

June 2012

- *UPR Guide : document prepared by the International Rehabilitation Council for Torture Victims and The Human Rights House Foundation (4,120 words)*

May 2012

- *Compliance letter addressed to the Minister of External Affairs of Haiti (1,500 words)*
- *(MATERIAL) SAFETY DATA SHEET by Saint-Gobain Ceramic Materials (3,870 words)*

April 2012

- *Bahá'i World News' article on the situation of Bahá'i leaders in Iran. (1,889 words)*

January 2012

- *TOR for an Architectural Design Competition in Cameroon by EFED (2,708 words)*
- *Maisoncam Launching Project (5,313 words)*

December 2011

- *Newspaper – Cameroon Baha’i News July-December 2011 edition (2,657 words)*
- *State of the Funds in Cameroon as on 28 September 2011 by the NSA (National Spiritual Assembly of the Bahá’is of Cameroon) (1,256 words)*
- *Institutional Capacity Building Manual*

October 2011

- *Six Lessons on Huqúqu’lláh for the Board of Huqúqu’lláh for Central Africa (9,010)*

September 2011

- *Job Description-Operation Manual (20,200 words) for FRED.OLSEN MARINE SERVICES*

June 2011

- *Newspaper – Cameroon Baha’i News April-June 2011 edition (2,132 words)*

April 2011

- *Annual Report of the NSA (National Spiritual Assembly of the Baha’is of Cameroon) (4,745 words)*
- *Annual financial Report of the NSA*

March 2011

- *Newspaper – Cameroon Baha’i News April-June 2011 edition (2,425 words)*

February 2011

- *Website portal of Maisoncam for ADORSYS S.A. (10,000 words)*
- *Spiritual Destiny of Africa (11,600 words)*
- *Regional Institutional Conference Manual*

December 2010

- *YAGA (Young and Gifted African)Project Description (10,213 words)*

June 2010

- *PSA (Preparation for Social Action) Programme Training Manual for the NGO EFED (5,435 words)*

May 2010

- *Heating and Cooling of Matter, educational book used by EFED (17,535 words)*

April 2010

- *Properties, educational manual used by EFED (14,174 words)*
- *Annual Financial Report of the NSA*

February 2010

- *Report on the Activities of Junior Youth Groups in some Countries of the World for EFED (3250 words)*

May 2009

- *Breezes of Confirmation, educational manual used by EFED for the Junior Youth Moral and Social Empowerment programme (10,100 words)*

April 2009

- *Glimmerings of Hope, by EFED for the Junior Youth Moral and Social Empowerment Programme (12,000 words)*

August 2008

- *Development Project for the Industrial Sector in Cameroon, Development Plan by the Ministry of Mines, Industry and Technological Development (20,023 words)*

RELEVANT TRAINING AND QUALIFICATIONS

June 2009: Master of Arts in Translation Studies, Advanced School

of Translators and Interpreters (ASTI) University of Buea, Cameroon.

June 2003: Bachelor Degree in Sociology (Minoring in Population and Development), University of Dschang

WORKING TOOLS AND RESOURCES

Windows XP, Windows 7, Windows 8, MS Office 2003, 2007, 2010
Foxit Reader, Foxit Editor, Adobe Reader, Adobe Acrobat 9,
PDF Creator
Trados 2007, SDL Trados 2009 and 2011
Internet Resources

OTHER RELEVANT SKILLS

Team Work, Project Management, Hardworking, Reliable and available, Reading,

HOBBIES

Sports, Music, Scrabble

RATES (per source word)

TRANSLATION: 0.05 EUROS per source word (Regular: 1-2000 words per day)
0.07 EUROS per source word (RUSH: 1-2500 words per day)

PROOFREADING: 0.03 EUROS per source words