**CURRICULUM VITAE**

**Emmanuel Kwasi Owusu**

**Professional Summary**

Dedicated French English-Spanish translator with years of experience working in professional communities. Exceptionally accurate translation skills, including simultaneous translation between all parties during teleconferences and in-person meetings. Consistently relied upon for verification and correction of translated materials. Experience teaching other translators through one-on-one mentoring and professional development courses. I am passionate about facilitating productive cross-cultural relationships and have created extensive informational material and coursework to help colleagues understand and develop cultural sensitivity.

**Skills**

Fluent in French English and Spanish, including colloquialisms, business vocabulary and terminology. Experienced with several computer programs, Wordfast and Trados including Microsoft Applications. Extremely precise and dedicated. Comfortable with both verbal and written communication, including preparing and giving presentations.

* Translate written and verbal communications between French English and Spanish.
* Serve as on-call translator for teleconferences as required.
* Provide review and verification of translation work as required, including materials created by third-party translation services.
* Translated communications between Spanish-speaking and English-speaking parties as required.
* Travelled with company executives on foreign trips to serve as translator and executive assistant.
* Translated and edited a religious book into Spanish: Messages from God by Colette Heunes.
* Conducted various francophone meetings and seminaries in Ghana.
* Translated various documents from Institutions, companies and individuals.
* Served as front desk attendant, including answering phones, greeting visitors, scheduling meetings, and maintaining front lobby.

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| Professional Experience |  | * **Feb. 2011 to Dec. 2011**: Language Service Provider, Interpreter at the Economic and Commercial Office, Spanish Embassy, Accra, Ghana (Part time) in partnership with Lingua Franca, Ghana. * **June 2009 - Feb. 2011**: Administrative Assistant, Visa Section Officer, Spanish Embassy, Accra. * **Aug. 2008 – May 2009**: Spanish Teaching Assistant, Faulty of Modern Languages (Spanish Department), University of Ghana, Legon, Accra. * **Jan -May 2008**: Translator (English into French), All Sports Newspaper Agency |
| Education |  | * **Nov 2012** – **Nov 2016**: Master Programme in Translation (Pan African University, Cameroon) * **Jul-Sept 2010**: Intensive Course in German, Goethe Institute, Accra, Ghana * **2006-2007**: Universidad de Cienfuegos, Carlos Rafael Rodriguez, Year Abroad Programme, Spanish Intensive Course, Cuba. * **2004-2008**: University of Ghana, Legon, Bachelor of Arts Degree in Modern Languages (French & Spanish/English), Modern Languages Department. * **2000-2003:** Lycèe Lamine Guèye, Dakar (Sixth Form/ «A» Level Course) * **1990-1996** : Ecole Stella Maris, Dakar, Sénégal (Primary Education). |
| Internship |  | **January 2015**   * Practical and academic internship at DCMP, African Union Commission Headquarters, African Union Commission, Addis-Ababa, Ethiopia.   Translation of Legal Texts, Reports of Meetings at the Commission, Memoranda, Political and Economic Texts, etc.  **October 2014**   * Practical and academic internship at Médiatures Ltd., Translation Agency, Buea, Cameroon.   Translation of general texts on Education-related Issues. Elaboration of Glossaries and Lexicons.   * Participated in intensive professional training program translating written and verbal communications. * Briefed translated materials to foreign counterparts via video conference. |
| REferences |  | The following personalities can testify to my capabilities:   1. **Mr Isaac Crétus Pognon**   Translator/ French Unit Coordinator, African Union Commission  P.O Box. 3243 Addis-Ababa, Ethiopia  Tel.: (+251) 11 551 7700 / Mobile: 0924 14 29 60  E-mail: [pognoni@africa-union.org](mailto:pognoni@africa-union.org)   1. **Mr Charles Tiayon**   Coordinator, Pan-African University, Translation/ Interpretation. Programmes, Deputy Director, Advanced School of Translators and Interpreters, University of Beau, Cameroon  Tel.: (+237)699 84 08 73 BP. 594 Buea, Cameroon  Website: <http://www.scoop.it/t/translation-world>   1. **Ms Rebeca Chantal Guinea Stal**   Chargée d’Affaires, Embassy of Spain, Accra  Tel: +233 302774004/5  LANGUAGE COMBINATION   * French: A * English: B * Spanish: C   Emmanuel Kwasi Owusu  March 2018 |