**Enoc Codjo C. OUEOUNOU**

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Born on 11/23/87

**PERSONNAL SUMMARY**

I'm a bilingual English/French, multi-skilled down to earth person, reliable & talented translator with a proven ability to translate written documents from a source language to a target language with a wide experience in editing, proofreading, subtitling and transcription services. I have more than 4 years of experience in Communication & Marketing and over 10 years of experience as a Freelance Translator/Interpreter and proofreader. I have worked on several projects for renowned organizations such as Humedica, Mercy Ships, MTN and National Geographic.

I am passionate about the English language and translation. In 2008, while I was sophomore, I was nominated for the Best English Speaker award of my University and received books with the congratulations of the US Embassy of Benin. I am here to offer my experience in creating and translating all kinds of contents.

**WORK EXPERIENCE**

**MERCY SHIPS**

**Communication & Networking officer** for the Africa Bureau: July - December 2017

* English & French Copywriting (press-releases, articles and editorials, brochures, official reports, presentations & more), communication planning**,** media relations, event management
* Translated documents related to health, finance, agriculture, administration and more
* Proofread articles translated or written by colleagues
* Transcription + Translation + Subtitling for <http://armandokirwin.com/> one of the most experienced creators working in the field of cinematic virtual reality

**AFM COMMUNICATIONS – Translator:** August 2016 - June 2017

* Translation of official documents, presentations, speeches, social media content and interviews with prominent figures on regular basis
* Interpretation as needed, liaising with the local media, patients and partners
* Transcription + Proofreading Transcriptions + Translation + Subtitling on daily basis
* Translation + Subtitling for National Geographic as needed

**Freelance Translator/Interpreter for MERCY SHIPS Advance Teams**: 2014, 2015, 2016

* Translation of administrative documents, official documents and other requested letters
* Interpretation at various meetings in ministries and other institutions
* Review translated material for accuracy of meaning, grammar and syntax

**Business Manager** for LANGUAGE & MARKETING SERVICES: May 2015 – April 2016

* Translating, correcting and editing work on a project basis
* Web Marketing, SEO, SEM
* Translated documents related to IT, Human Resources, Marketing and legal documents for MTN Group

**Sales Manager for** BEL KADER SARL: July 2011 – February 2014

* Establish a customer relationship, implement communication strategies to maximize the effectiveness of the sales

**Internship at AGETEPS.A:** January 2010 – July 2010

* Prospection and follow-up of existing customers, participation into the marketing strategy of the company

**Internship at Bénin Télécoms S.A** customer’s service: August 2009 – November 2009

* Managed the customer’s accounts and inquiries

**Freelance Translator** since 2007

I translated different types of documents for locals NGO, Churches, private individuals, Restaurants, Websites, construction industry, commercial companies, hotels, health centers, etc.

I was Translator/Interpreter in 2010 for international NGO Humedica during their mission trip in Benin.

**EDUCATION**

**Master’s degree in Project & Quality Management**, Polytechnic University of Benin, 2015

**Bachelor’s degree in Communications Sciences**, H E C M, Benin, 2009

**FIELDS OF SPECIALIZATION**

Fashion, lifestyle, video game industry, gastronomy, trend, sports, tourism, entertainment, marketing & communication, law, human resources, economics, technology, automotive, education, localization, medias, healthcare, administration, banking, business, social networks, technical

**KEYS SKILLS AND COMPETENCIES**

* Familiar with translation and transcription software tools
* Able to fluently speak English and French
* Excellent communication and social skills. Able to work on tight deadlines
* A keen attention to details
* Highly skilled in Microsoft Office