Resume

Hi to all of you,

I am Jephte and currently in my country I working as a Technical Secretary.

But don't worry. I also have many abilities and skills.

I am a French Native Speaker. But not only. I am a Translator (English to French, now looking for a

Certification), a Transcriber (Now looking for a certification), a Virtual Assistant, a CSR French (Customer

Service Representative) and an Educative Writer.

As I like to discover and learn I also have some skills. I know how to use Microsoft suite, Transcriber AG,

Code Block, AutoCAD, and so on.

So if you need to work with a resourceful person, don't worry. Just contact me.

If I am busy we will surely have a deal. If I am free, I will surely be happy to start the collaboration with you.

Happy to hear from you.

Jephte.

Experience

**QA Transcriber and Translator, Verilogue**

December 2014 - Standby (3 years 10 months)

1. French Transcriber.

2. Translator from French to English and from English to French.

**Transcriber, Verilogue**

February 2014 - Standby (3 years 2 months)

QA transcriber for French Transcription.

**Journalist at Odama FM**

July 2011 – January 2017 (5 years 11 months)

Presenter of the program "The knowledge to save salvation". Emission on health and methods to prevent pathologies such as: typhoid fever, malaria, STDs, AIDS, etc.

**Technical Secretary in CIVIL INGINEERING, LABOGENIE**

July 2011 – June 2017 (5 years 11 months)

Information research.

Classification of documents.

Report writing.

Quality control concerning the reception of the work and equipment.

Monitoring and routing requests received.

Preparation of weekly and monthly meeting.

All other tasks assigned to a secretary.

**Freelance Translator and QCer, SFERA STUDIOS**

December 2013 - Now (3 years 10 months)

Translation of subtitle from English to French.

**Q A Transcriber, Seven Level Entertainment**

March 2016 – January 2017 (10 months)

Data Entry for Seven Level Entertainment

**Transcriber, Translator and Subtitler, Amara**

September 2016 - standby (1 year and 1 month)

Transcription, Translation and Subtitling of video from different sources and about different topics.

**Translator and Transcriber, Pactera**

April 2016 - August 2016 (5 months)

Translator of title and description of items from Alibaba.

**French Q A Transcriber, Appen**

April 2016 - May 2016 (2 months)

Providing locale insight to the aid in the localization of language technology tools

**Editor, The ImprovingCo**

March 2016 - May 2016 (3 month)

Edition of 7 educational articles per month, for children from 7 different range of ages.

Topics include current events, mathematics, physics, and many others.

The goal is to enable these young students to learn English.

**Freelance Quality Checker, Netflix**

May 2014 - February 2016 (1 year 10 month)

Work on finding objective and glaring errors in the file concerning:

# Content.

# Timing.

# Formatting

# Translation.

**Translator and Interpret, DAY COMMERCE**

November 2014 - June 2015 (8 months)

Translation of technical and general document.

Interpretation of conference and phone conversation. Area (Medical, Electricity, Mechanical, Transportation,

Civil engineering).

**Freelance French Telesales Agent, Cloud Agent and Comforce**

September 2014 - May 2015 (9 months)

Page3

As the Client developed a mobile application, he is looking for partners in Catering/Hospitality businesses.

Therefore the agent task is call restaurants/bars/…etc. in different European cities to offer participation in our

Client mobile application, they can participate if they can offer a discount for the people, who use the phone

apps.

**Freelance Translator and Transcriber, BABBLETYPE**

February 2014 - January 2015 (1 year)

Translator of audio and video files from French to English. Transcription of French audio and video files.

**French and English Translator Freelancer, WEBINTERPRET**

October 2013 - February 2014 (5 months)

Translation of Items from EBay and Amazon.

**Quality Assurance, Groupement MESOCHORITIS ET BUNS SA**

February 2009 - August 2010 (1 year 7 months)

Quality Assurance

**Journalist for TBC and Siantou Broadcasting**

February 1999 – August 2000

- Equipment Quality Assurance.

- Material Quality Assurance.

- Management of daily request.

- Preparation of detailed account.

- Following of daily request.

Languages

**French.** (Mother tongue)

**English** (Intermediate)

Abilities and Expertise

**Technical Drawing**

**Microsoft Office**

**Broadcast**

**Customer Service**

**Electricians**

**Journalism**

**Microsoft Excel**

**Microsoft Word**

**Office Administration**

**PowerPoint**

**Proofreading**

**Quality Assurance**

**Quality Control**

**Research**

**Web Design**

**Project management**

Training

**Alison Courses**

Customer Service Training, Customer Service Representative, 2015 - 2015

Result: 9/10

Activities and associations: Only Student.

**Technical High school of NKOLBISSON**

Design (Engineering), 2003 - 2004

**ITIE (High school Technical institute of Etoug Ebe)**

Primary and elementary school certificate + Probatoire F4 Options Design office, Dimensioning

(Applied Mechanics), Measure of Structures, Building Design, Topography, 1999 - 2003

Hobbies

Music.

Reading.

Culture discovery.

Journalism.

Volunteer experience

**Translator volunteer, The Rosetta Foundation**

July 2016 - now

Translation of docs coming from non-profit organizations about:

- Environment.

- Civil Rights.

- Human Rights.

Programmes

**Freelance Traning**

Alison Courses

Initiation to HTLM5 and CSS3

Java Language initiation