

Vivien HOUNSOUNOU

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Based in Cotonou, BENIN Tel.: +229 96 71 68 20

Fluent in English and French

Working knowledge in Brazilian Portuguese and Spanish

Specialty: Business & Finance – Software & IT

Skype ID: cylops85

Availability: 24/7

Payment: moneybookers, bank wire

PROFILE

English to French translator with over 4 years of experience as well as working knowledge in Brazilian Portuguese and Spanish. Strong academic and professional background enhances ability to translate within specialist areas. MemoQ and SDL Trados proficient as well as working knowledge of WordFast. The quest to build long term relationship with clients and partners leads to Authentic high-quality output averaging 2,500 to 4,500 words per day in the following areas: Business and Finance, Sales & Marketing, IT & Software.

KEY ACHIEVEMENTS

- Specializing in Business and Finance, Sales & Marketing, Technology and Telecoms.
- B.A in Accounting and Corporate Finance
- B.A in Marketing Management

PROFESSIONAL EXPERIENCE

March 2009 – now: Independent translator, reviser, proofreader and monolingual editor.

- Translation of technical manuals, financial reports, business plans, PPM, marketing brochures and presentations, business contracts, Translation of Private Placement Memorandum for bank's roadshows, translation of Financial Statements for Microfinance Institutions, translation of Financial Statement for a Bank, translation of Business Plan for a start-up bank, translation of Corporate Presentation for an oil & Gas company, translation of Monthly reports for brokerage houses and their clients, Software & IT manuals, guides and instructions documents, websites, Mobile Apps...
- Editing, proofreading, correction, review and occasional assessment of translations
- Good relationship with loyal direct and boutique agency clients.

March 2009 – December 2009: Project Manager and Business Development Manager in a Telecom Service Company.

December 2009 – December 2012: Business Development and Brand Manager in a Management Consulting firm.

August 2012 – May 2013: Project Manager and Investment Manager in a Telecom Service Company.

EDUCATION/TRAINING

ATTENDED COURSES

Chartered Institute of Marketing, UK level 3 2008

Chartered Institute of Marketing, UK level 2: 2008

COMPLETED COURSES

Chartered Institute of Marketing, UK level 1: 2007

- Customers Communications
- Marketing Environment
- Marketing Fundamentals
- Marketing in Practice

GHANA INSTITUTE OF LANGUAGES

- English Intermediate Certificate 2007

NATIONAL SCHOOL OF APPLIED ECONOMY AND MANAGEMENT

- Degree in Marketing Management 2006

PRIEST AUPIAIS CATHOLIC SECONDARY SCHOOL

- SSS Certificate in Accounting & Corporate Finance 2003
- Vocational Certificate in Corporate Finance 2002

Languages	Computer Skills	Computer Hardware
English (US) – Near Native French (France) – Native Brazilian Portuguese – Working Knowledge Spanish – Working knowledge	Software: SDL Trados, MemoQ, MS Office 2010, GIMP.	Home-built main PC: AMD Phenom II X4 965, 12GB RAM, SSD for OS and Apps, HD for Data, 2 x LG 22” LCD Monitors. Notebooks: MacBook pro 13” with Retina Lenovo T440