**NGBESSO ALLATEH MELANIE**

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**Career Objective: To be an integral constituent of the core management team in an organization of repute and contribute in all aspects of general administration, and training.**

### SYNOPSIS

* **Core Competence:** An able administrator, a tactful leader and an efficient trouble-shooter who can effectively communicate and lead a sizeable team towards achievement of organizational objectives.

# INDUSTRIAL EXPOSURE

* **Current Assignment:**
* English teacher
* **Last Assignment:**
* Freelancer French to English and English to French translator **past 6 years** for many companies and agencies in various fields as specified below:

 (Accounting & Auditing, Advertising & Public Relations, Agriculture, Archaeology, Architecture, Art / Crafts / Painting, Arts and Humanities, Astronomy & Space, Automotive, Biology / Biotechnology, Botany, Building & Construction, Business / Commerce (General), Chemistry, Computer Hardware, Computer Software, Computer Systems and Networks, Computers (General), Copywriting, Cosmetics / Beauty, Diplomas / Certificates / Etc., Ecology & Environment, Education / Pedagogy, Electronics, Engineering (General), Engineering (Chemical), Engineering (Civil & Hydraulic), Engineering (Electrical), Engineering (Energy), Engineering (Industrial), Engineering (Nuclear), Engineering (Petroleum), European Union, Fashion / Textiles / Clothing, Finance / Economics, Fisheries, Food / Nutrition, Gastronomy, General, Globalization, Government / Politics, History, IT / E-Commerce / Internet, Industry and Technology (General), Insurance, Journalism, Law (Banking & Financial), Law (General), Law (Contracts), Law (Taxation / Customs), Linguistics, Medicine (General), Medicine (Dentistry), Medicine (Health Care), Medicine (Instruments), Medicine (Pharmaceuticals), Metallurgy, Military, Mining & Minerals / Gems, Music, Philosophy, Photography / Graphic Arts, Physics, Printing & Publishing, SAP, Shipping & Maritime, Slang, Social Science, Sports / Recreation / Fitness, Telecommunications, Transportation / Shipping, Travel & Tourism, Zoology etc…)

# LANGUAGES

* French Language Specialist
* Fluent Spoken and Written French and English
* Learnt German

#  ACADEMIA

* Master in English language (University Of Cocody in ABIDJAN-IVORY COAST) 2001-2002
* Bachelor in English language (University Of Cocody in ABIDJAN-IVORY COAST**)** 1996-1998

**COMPUTER SKILLS**

* Microsoft XP / Vista
* Microsoft office 2003/2007(word, Excel)

# PERSONAL DETAILS

Date of Birth: MAY 18th 1971

Marital Status: Married