

Alphonse MANGA



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Yaounde, Cameroon

JOB EXPERIENCE

July 2021 – Present

Remote

GoTranscript LTD, Translation & Transcription
Transcriber, Editor and Merger

Missions or tasks:

- Transcribed and ensured the quality of audio files across diverse subject areas, surpassing 80 hours of transcription work.
- Edited and meticulously reviewed transcriptions to meet client expectations, enhancing accuracy and precision in 559 files, each spanning 45 to 60 minutes, in both English and French.
- Transcribed audio and video content proficiently in English, French, Canadian French, and French-speaking regions of Africa.
- Conducted extensive online research to achieve a precision rate exceeding 99.99%, ensuring reliability and integrity of transcribed materials.

March 2022 – Present

Yaounde, Cameroon

KIDJITALI, Marketing & communication

Senior Translator

Missions or tasks:

- Ensured the systematic translation of every document for the company and clients.
- Ensured the trackability of transcribed audio recorded meeting within the Company.
- Transcribed and formatted every audio or video recorded file as wished by the management.

EDUCATION

2021

Yaounde, Cameroon

Master II in Translation

University of Yaounde I

2019

Yaounde, Cameroon

Bachelor's Degree in Bilingual Studies

University of Yaounde I

LANGUAGES

English: Near-native, **French:** Native, **Canadian French:** Advanced

SOFTWARE

Word, Excel, Trados, SDL Passolo, Google Docs, MemoQ, WordFast

HOBBIES

Sports, Cinema, Coding and Video game.

