



Emmanuel Francisco

Native French Translator, Editor and Proofreader

Profile

Industrious, loyal and diligent translator and proofreader with excellent writing skills both in French and English. Quick learner that respects instructions and deadlines and always eager to learn and grow. Skilled in prioritizing and completing tasks independently.

Personal details

- Emmanuel Francisco
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- B
- Male
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Skills

- SDL Trados 2019 ●●●●●
- Written communication ●●●●●
- Verbal communication ●●●●●
- Organization ●●●●●
- Time management ●●●●●
- Attention to detail ●●●●●
- Problem-solving ●●●●●
- Technology ●●●●●
- Independence ●●●●●
- Team spirit ●●●●●
- Tolerance ●●●●●
- Multiculturalism ●●●●●

Languages

- French ●●●●●
- English ●●●●●
- German ●●●●●

Education

- Master's Degree in Translation** Sep 2018 - Jun 2020
FLLAC, University of Abomey-calavi, Abomey-calavi
- Bachelor of Art in English** Sep 2007 - Oct 2008
FLLAC, University of Abomey-calavi, Abomey-calavi
- Law Diploma** Sep 2006 - Oct 2007
FADESP, University of Abomey-calavi, Abomey-calavi
- High School Diploma (Beninese Baccalaureate Degree)** Sep 2002 - Jun 2003
CEG Datokpa, Cotonou
- Bachelor in Leadership and Business** Sep 2014 - Dec 2016
Van Duyse Entrepreneurial Leadership Institute, Cotonou
Practical training in Leadership and Business

Employment

- Freelance Translator, Editor and Proofreader/Writer and Copywriter** Feb 2022 - Present
Upwork, Online
 - Translates, edits and proofreads documents for clients and agencies ;
 - Writes and proofreads texts and copies for clients ;
 - Lays voice for clients ;
 - Makes calls for clients ;
 - Others duties as assigned.
- Translator and Interpreter** Jun 2022 - Jun 2022
Benin Government - Saudi Fund for Development, Cotonou
 - Translation of documents as part of the project for the construction of scientific high schools and higher teacher training college.
 - Interpretation of work sessions between the Saudi Fund mission and officials and executives of the technical education development agency and the education sector infrastructure construction agency and other government representatives.
- Consulting Translator** Dec 2020 - Present
Benin Government - Kuwait Fund for Arab Economic Development, Cotonou
 - Translates correspondance, reports, and other administrative documents;
 - Translates technical documents: contracts, public procurements, detailed design studies, construction project documents, water and sanitation project documents, etc.;
 - Interprets during meetings and work sessions.
- Consulting translator** Nov 2014 - Mar 2018
Benin Government - World Bank, Cotonou
 - Translated trip project Terms of Reference for Cape Town, South Africa officials in preparation for the study trip on the implementation of the storm sewerage plan and the management of the city's works ;
 - Translated correspondences and documents between the PUGEMU

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Hobbies

- Reading
- Music
- Travelling

Qualities

- Integer
- Objective
- Determined
- Disciplined
- Loyal
- Flexible
- Productive
- Creative
- Motivated
- Passionate
- Rigorous
- Helpful
- Resourceful
- Result-oriented
- Trustworthy

Certificates

Microsoft Office Specialist, Excel Associate
Jul 2021

Microsoft Office Specialist, Word Associate
Jul 2021

Microsoft Office Specialist, PowerPoint Associate
Jul 2021

Microsoft Office Specialist, Outlook Associate
Jul 2021

Allumni of the International Leadership Institute's Regional Leadership Conference
Apr 2012

committee and Cape Town officials ;

- Interpreted videoconference exchange and information sessions between the PUGEMU committee and Cape Town officials in preparation for the study trip on the implementation of the storm sewerage plan and the management of the city's works.

Executive Assistant Day Crew

Aug 2016 - May 2017

International Humanitarian Organisation Mercy Ships, Cotonou

- Served as cultural interface between the hospital-ship's staff and Benin's officials and the ship's partners (NGOs, public and private hospitals, executives from the Ministry of Health, the Ministry of Foreign Affairs, the Ministry of Social Affairs, the government agencies, the ship's contractors and service providers);
- Drafted and edited correspondence;
- Sent electronic correspondence and physically dropped some to partners;
- Received phone calls and provided info to callers;
- Drafted minutes for work sessions;
- Arranged off-ship visits for staff and crew;
- Arranged touristic visits for staff and crew and interpreted during such visits;
- Translated technical (medical, legal and scientific) and general documents including organization's constitution and by-laws, MoUs, contracts, reports, mails, WHO's articles, etc.;
- Interpreted staff during work sessions with crew, visiting officials, doctors, teachers, and other partners or visitors on-board the ship;
- Interpreted work sessions between staff and executives from the Ministry of Health, the Ministry of Foreign Affairs, the Ministry of Social Affairs, the government agencies, the ship's contractors and service providers;
- Was a point of contact for the managing direction and some external stakeholders;
- Performed other duties as assigned.

Consulting translator

Jan 2015 - Feb 2020

Polytechnique service, Cotonou

- Translated the technical document of the landscaping project of the Niamey Islamic University's girls campus within the framework of the partnership with ENGINEERING CONSULTANTS GROUP, a Chinese company, and all correspondences related to it (May 2019) from English to French ;
- Translated CGC Inter's documents used in the study, preparation and partial assembly of the bidding documents for the construction of the new sewage sludge treatment plant in Sèmè-Podji (Benin): Environmental Policy, Occupational Health and Safety Policy, Declaration of Compliance with ILO Fundamental Conventions, ESHS Management Strategy and Code of Conduct from English to French (February-March 2019) ;
- Translated company's correspondences, reports and projects from English to French and vice versa ;
- Interpreted physical and videoconference work sessions with international partners.

Translator, Communication Consultant

Jan 2017 - Dec 2018

Afrisia & Carre Design Communication, Cotonou

- Translated press releases;
- Prepared, edited and translated correspondence, press articles, projects and other general documents for company and clients' communication and marketing;
- Interpreted work sessions from French to English and vice versa.
- Carried out in-country missions as well as in the sub-region.

Press, Radio and Web Journalist

Sep 2001 - Dec 2018

Magazine Espoir 2000, Radio Tokpa, Correspondent Agency, Radio Maranatha, Cotonou

- Collected and processed information ;
- Wrote and edited articles and stories ;
- Presented news and broadcast on air ;
- Investigated ;
- Managed administrative affairs and internal and external communication.

Achievements

- More than 7,000,000 words translated ;
- Certificate of Appreciation by Mercy Ships ;
- Distinction as a distinguished Delegate at the Model United Nations by the American Embassy in Cotonou.

References

Dr. Servais Martial Akpaca

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I certify that the information is correct and accurate.

Done on November 17, 2022

Emmanuel Francisco