

Estelle HOUNTONDI
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OBJECTIVE

I would like to put at your service my abilities and my knowledge in the domain of Translation of all your types of documents in order to contribute to the success of your activities.

CAREER HISTORY

2006 – 2009:

Writing and copywriting for a website in the following fields: Travel and Tourism, Fashion, Clothing, Gambling

2009-2010:

Copywriting for an IT company

2010 – 2011:

Commercial representing of many types of products, Translation Jobs, Copywriting and edition jobs

2012- 2014:

Specialization in the following fields: Translation and proofreading of certificates, websites, blogs, computer games, casino games, computer software, General, legal and professional documents and much more.

2014 till now:

- Audit for ETS (TOEFL exam regulations)
- Founded my own agency specialized in Customer Relationship Management through online platform

2015 till now:

founded my own agency specialized in interpreting services, translation and voice over

EDUCATION

2009-2014: Master Degree in Business law and justice careers at “Faculty of law and legal science” – Abomey-Calavi - Benin.

2009-2012: Bachelor Degree in Labor law and social security at “National school of administration and magistracy – Abomey-Calavi – Benin.

2009 –2010: English to French and French to English Translation Formation.

2009: Diploma in Literary serie at Lycée Toffa- Porto-Novo- Benin

2009: Diploma in English language

APTITUDES

- ✓ Really passionate about hard work.
- ✓ Great communication oral and writing skills in French (Native Speaker) ; Great communication writing skills and Good communication oral skills in English (2nd Language)
- ✓ Excellent working conditions adaptation abilities individuated or teamed.
- ✓ I’m organized, priority-focused, dynamic, independent and resourceful.
- ✓ I can respond well under the pressure of deadlines

GENERAL INTERESTS

- Personal development
- Improvement of abilities in customer’s management, in marketing, in Translation and Leadership
- Reading, Music, Basket-ball and Information Technology

MY PREFERRED WORKING CONDITIONS

- I’m totally available and I can translate average **5000 words by day on a regular basis.**
- **My preferred modes of receiving payments are: western union and wire transfer.**
- **I can work on a regular basis at 0.05 USD dollars/ Word.**

Just give me a chance. I want to make you happy and gain experience!

FOREIGN LANGUAGES

- ✓ Great communication oral and writing skills in French (Native Speaker)
- ✓ Great communication writing skills and Good communication oral skills in English (2nd Language)

LOCAL LANGUAGES

I have good communication abilities in Fon, Yoruba and Goun.

KNOWLEDGE OF COMPUTER TOOLS

Windows XP Service Pack 1 and 2, Microsoft Office (Word, Excel, PowerPoint...), Internet Explorer, Firefox, Google Chrome...

Certified sincere and exact

Cotonou, May 2017