

Felix Koffi AYENA

Translator, Transcriptionist, AI Rater

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Summary

Versatile, results-driven professional with 10 years of experience, I always develop profitable relationship with clients providing precision and concision in texts translation, DTP, Subtitling and AI Evaluation. I worked on several texts' translation in various fields and delivered quality work on very tight deadlines. With proficiency in writing and speaking English and French, I have been associated to Bilingual Consultancies with business and interpersonal interpretations. I have the proficiency to relate, understand, and interpret effectively at work and in important meetings.

Date / Place of Birth

July 31, 1987, in Ivory-Coast

Education

2020-2022: Master II (MA) in English Studies

Courses: Translation, Article Writing, Research Project Writing, Online Research, Autobiography, Analysis and Criticism

2014-2015: Master I (MA) in Physical Geography

Courses: Geographical English, Environment, Ecology, geological and climatic critical analysis

Languages

French (Native) and English

Areas of Expertise

- Proficiency in translating, transcribing and writing contents in English and French
- Resource, team and relationship management
- Project management with Logical mind-set and detail-oriented
- Problem solving skills and multi-task capability and agility
- Good working knowledge of Trados Studio, OmegaT CAT tool, SmartCat, Matecat, MS Word, MS Excel, MS Publisher, MS PowerPoint, Flixier, Filmora, Happyscribe, Matesub... etc.
- Excellent knowledge in internet navigation

Professional Experience

Freelance Translator, Reviser, Audio/video Transcriptionist, AI Rater, Project & Team Manager

- Manage projects of Translation, Proofreading, DTP, Audio Transcription, Video Subtitling and AI Evaluation
- Manage linguistic revision of Human Translation Quality Check (HTQC) and Machine Translation Post-Editon (MTPE) projects
- Develop and maintain productive workflow with the Agency

Companies in Freelance Basis Collaboration

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| ▪ Kumpenny Solution , Mumbai, India | Aug. 2023 – Present |
| ▪ Word360 , Birmingham, UK | June. 2023 – Present |
| ▪ Translated , Rome, Italy | May. 2023 – Present |
| ▪ Mayra Enterprise , Uttar Pradesh, India | Feb. 2023 – Present |
| ▪ Mars Translation , Shenzhen, China | 2022 – Present |
| ▪ Translit , Cork, Ireland | 2022 – Present |
| ▪ Flitto Inc. , Beijing, Korea | 2021 – Present |
| ▪ E-Feco Translation , Porto-Novo, Benin | 2013 – Present |

Academic Director / Interpreter / Teacher

- Evaluate the delivery of the school's educational programs and the performance of teachers through students' feedback and classroom observation
- Ensure that teachers are maintaining appropriate attendance records regarding the school regulations
- Facilitate communication by interpreting what is said during meeting or other interpersonal English-French or French-English linguistic interactions
- English subject's Teaching, Learning and evaluation of French-speaker students

Educational Institution in part time basis collaboration

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| ▪ IMA Bilingual , Porto- Novo, Benin | 2017 – 2019 |
| ▪ General Education College , S/P, Benin | 2014 - Present |