

Gabriel Kedi

CONTACT

#33/1 Gautam Nivas,Cherikele
Kayanagar, Bangalore-560043

E-mail: umaruben@ymail.com

Phone: +91-9886124107

PERSONAL SUMMARY

A dual-skilled, reliable & talented translator with a proven ability to translate written documents from a source language to a target language. A quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds. Well mannered, articulate & fully aware of diversity & multicultural issues. Flexible in the ability to adapt to challenges when they arise & at the same time remaining aware of professional roles & boundaries. Would like to work as a translator for a successful and ambitious company that offers great opportunities for career development and progression

WORK EXPERIENCE

Wagner Consulting LLC

Mars 2013 — Sept 2015

Translator

Working freelance for a translation company Wagner Consulting LLC providing a translation and interpretation service to clients where needed. Involved converting documents and articles from one language into another and ensuring that the finished converted articles relay the intended message as clearly as possible.

Duties:

- Translation of documents/letters from a foreign language to English & vice versa.
- Reviewing and proofreading mother-tongue text.
- Revising more junior translators' translations.
- Retrieving articles from newspapers, magazines & the internet & translating them into English.
- Supporting the translation team with other projects when necessary.

M.A.S

Jan 2007 — Jul 2009

French Teacher/Translator

Providing teaching and translating services to a M.A.S a company focusing in teaching French to foreign people also providing translation and interpretation service to Alliance Française du Cameroon and other clients .

Duties

- Translating documents from English to French.
- Teaching French to Foreign students.
- Helping Alliance Française du Cameroon in translating English documents.

KEY SKILLS AND COMPETENCIES

- Familiar with translation software tools.
- Able to fluently speak French, English.
- Excellent communication and social skills.
- Able to work to tight deadlines.
- Highly skilled in Word, Excel and Microsoft Outlook.
- Able to work under pressure.
- Able to prioritize work.

EDUCATION

Degree in French and English letter
U.D (University Of Douala)

Sept 2003 — Sept 2005

Diploma In
Translation(French/English)
Cameroon Instute of Translation

Feb 2002 — Feb 2003

A-Levels
Bilingual School of Laureats

Sept 2000 — Sept 2001

REFERENCES

References available upon request.