**RESUME**

**Njuenfoura Njipendi Jamila**

**M.A. in Translation** Translation – Proofreading

English > French (native) njuenfoura93@gmail.com

**LANGUAGES**

· French (Native)

· English (fluent)

· Some German

**WORK EXPERIENCE**

* Translation of:
* Teachings on manager’s efficiency, the managers and organisations’ effectiveness, Time management and personal effectiveness, Leadership and efficiency of the management and the organization
* Data Processing Agreement in accordance with Art. 28 GDPR between Allianz Cameroun Assurances and 
* Revision of translated texts: Order No.//001991/MINFOPRA/of 11April 2016, Leadership, Managerial and Organisational Effectiveness (LEGO).
* Terminological extraction of the following documents: Labour Code, Practical guide for retirement and the calculation of Benefits.

**EDUCATION**

**Master of Arts (M.A.)** in Translation Advanced School OF Translators AND Interpreters (ASTI Buea-Cameroon)

**Bachelor of Arts (B.A.)** in trilingual Studies applied to translation Institut Supérieur de Traduction et d’Interprétation (ISTI Yaoundé-Cameroon)

**WORKING TOOLS**

Windows 8, MS Office 2016

Adobe Acrobat

TRADOS, WORDFAST

Internet

**OTHER RELEVANT SKILLS AND INTERESTS**

Team work, project management,

Traveling, reading, music,

**PERSONAL DETAILS**

28 years old

Single

**TARIFFS (per source word)**

**Translation**: 0.04-0.06 USD

**Proofreading**: 0.06-0.08 USD