**Curriculum vitae**

**Personal information**

First name(s) / Surname(s)

Addresses

Telephone

Instant Messaging

Instant Messaging

Date of birth

**Summary of qualifications skills**

**and work experiences**

**Petcha Juliette**

United Kingdom

Cameroon

Mobile: 00442064554456

Mobile: 0023798170170

[juliet.freelancer@gmail.com](mailto:juliet.freelancer@gmail.com)

[petchany@gmail.com](mailto:petchany@gmail.com)

juliette@admeupdigitalacademy.com

Skype : juliette.petcha

LinkedIn: Petcha Juliette

June 10, 1986

**Translator, editor and interpreter**

I am a freelance translator, editor and interpreter working with various translation agencies, enterprises, schools and individuals. I'm a native from Cameroon and I speak both English and French. To date, I have completed over 1000 projects on manual courses, certificates, books, websites, documents, publication and social media both for private and public layout of over 1,000,000,000 words in 4 sections: translation (text, audio, video), proofreading, editing, copywriting and transcription. I’m presently working with many Translation agencies: One Hour Translation, Stepes, SmartCAT, Quill, Content place, Translation Work Zone, Aquila translation, Chengdu ZXZY Business Consulting Co, Protranslate, Mars translation, DB Group…etc. Many Enterprises and Organisations: UNDP-UN, Udruga-ODRAZI, Fondation Joseph the Worker-Structure Lazarienne, Admeup Digital Academy, GROWTH FOUNDATION, Professional Education Organization International (PEOI)..etc.

**Language pairs:** French into English / English into French.

**Working experience:** 11 years’ experience.

**My competencies:** Translation (text, audio, video), proofreading, editing, copywriting, transcription and interpretation (consecutive).

**Word count:** Over 1,000,000,000,000 words.

**My expertise’s fields:** General and several fields including, automotive, contract and reports, correspondence, documents and certificates, education and manuals, engineering, fiction, Health, life sciences, marketing advertising, novels, veterinary medicine, IT and telecom and Welfare.

**Projects Covered:**

* General field: Over 200,000,000 words translated, proofread, edited, interpreted and transcribed ;
* Education and manuals: Over 100,000,000 words translated (Biology, chemistry, Health, IT, Environmental sciences, Ecology, Marketing, eCommerce, Biotechnology, Agriculture, Livestock…etc ;
* Contract and reports: Over 500,000 words translated (Architecture, Engineering, Real estate, Welfare, Political, Insurance, Marketing, Translation, Religion :
* Correspondence: Over 350 projects covered (Fcebook statuts) ;
* Documents and certificates: Over 200 docs and certificated translated, proofread and edited.
* Books: Overs 300,000,000 words translated and proofread in various field (Novels, fiction, games, IT and telecom, Life sciences, veterinary medicine, marketing and advertising, eCommerce, Foods, Health, Engineering, Welfare…Etc.

**My CAT tools skills:** Trados studio, Wordfast, SDLX, Adobe premiere, memoQ, pedals.

**Somes References:**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Name** | **Company** | **Adress** |
| 1. | Joseph Mevognon | Fondation Joseph the Worker | Tél. 226  70 74 74 30  227 91 29 02 32 fondationjosephtheworker@gmail.com |
| 2. | Sanja Kolaric | Open Society for Idea Exchange (ODRAZI), | udruga\_odrazi@yahoo.com |
| 3. | John Petroff | Professional Education, Testing and Certification Organization International | petroff@peoi.net |
| 4. | Joseph Keumegneuk | JOSKE Architecture | joskearchi@yahoo.fr |
| 5. | SOBOTAMOH Elias MANYI NGI | Admeup Digital Academy | +237 677720454  elias-ngi@admeupdigitalacademy.com |
| 6. | Ravi Bhatt | Translation WorkZone | ravi.bhatt@translationworkzone.com |
| 7. | LINN | Chengdu ZXZY Languages Technology Co.,ltd | chinazxzy501@163.com |
| 8. | Adam Begovic | Aquila translation and Localization | pm@aquilatranslation.com |

**Somes Books:**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Author** | **Pair languages** | **Title** |
| 1. | MARI C.ALVAREZ | English - French | ALL NATURAL HOMEMADE DIY HAND SANITIZER |
| 2. | Jane Albert | English - French | Beginners Guide to HOMEMADE HAND SANITIZER RECIPES |
| 3. | Owen Jones | English - French | Home Business |
| 4. | Lee Tang | English - French | Summary & Study Guide - The Alzheimer's Solution |
| 5. | Hiddenstuff Entertainment | English - French | Beginning Meditation: Easy Steps to Find Your Inner Peace, Reduce Stress, & Increase Happiness |

**Executive assistant and commercial**

I have several years’ experience in performing various general administrative office tasks and presenting secretarial support. I worked 5 years (2012 -2017) in an Architectural office (JOSKE ARCHITECTURE). I’m working in part time with both a rental car company (GROUPE AZIZ) and a Digital marketing company.

My competencies: Administrative tasks, sale, Digital marketing and communication skills.

My Computer skills: Microsoft pack and Adobe Photoshop.

**Humanitarian** **(volunteering)**

I am also a humanitarian worker and founder member of a humanitarian Civil Society Organization.

My competencies: emergency operations. I can draw up a humanitarian action plan, work in teams, monitor operations and evaluate education, and health programs amongst other.

**Educational and training**

**Presently**

Principal subjects/occupational skills covered

Name and type of organization providing education and training

**Since 2018**

Principal subjects/occupational skills covered

Name and type of organization providing education and training

**2017**

Principal subjects/occupational skills covered

Name and type of organization providing education and training

**2016**

Principal subjects/occupational skills covered

Name and type of organization providing education and training

**2015**

Principal subjects/occupational skills covered

Name and type of organization providing education and training

**2012**

Principal subjects/occupational skills covered

Name and type of organization providing education and training

**Since June 2011**

Principal subjects/occupational skills covered

Name and type of organization providing education and training

**2011**

Principal subjects/occupational skills covered

Name and type of organization providing education and training

**2006**

Principal subjects/occupational skills covered

Name and type of organization providing education and training

**Language learning**

Chinese language

Confucius Institute Comeroon, University of Yaounde II

**Digital academy and Translation office**

Translation, proofreading and transcription

AdMeUp digital academy (www.admeupdigitalacademy.com)

**Sustainable development, National Adaptation Plan**

“Understand an analyze issues and actions of sustainable development, 2018 session”

“National Adaptation Plan: Building climate resilience in Agriculture”

Francophonie – IFDD (Institut de la Francophonie pour le Développement Durable) in partnership with Senghor University.

UNCC: Learn, UNITAR, PNUD, FAO and supported by the Federal Ministry for the Environment, Nature Conservation? Building and Nuclear Safety (Germany).

**Humanitarian organization**

Different needs - equal opportunities: Improving the effectiveness of humanitarian action for women, girls, boys and men.

Inter-Agency Standing Committee (IASC), NGO

**Gender Knowledge**

I know Gender: An introduction on gender equality for UN Staff

UN-WOMEN

**Bachelor degree**

Biology, Biochemistry, Chemistry and Aquaculture

University of Yaoundé I

**Freelance Commercial agent**

Customer service and prospecting

GROUPE AZIZ (AFRIQ AZIZ), Nylon Bastos, Yaounde-Cameroon

(Rental cars agency)

**Insurance**

Technical and commercial knowledge

Samaritan Insurance Inc.

**Advance level**

Mathematic, Life and Earth Science

High School (Lycée Classique)

**Personal skills and competences**

Native

Other(s) language(s) Self-assessment

**French**

**English**

**Chinese**

**Japanese**

**French and English (British)**

Chinese (simplified),

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Understanding** | | |  | **Speaking** | | |  |  | **Writing** |
|  |  |  |  |  |  |  |  | |  |  |
|  | Listening |  | Reading | Spoken interaction | | Spoken production | | |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| C2 | Proficient User | C2 | Proficient User | C2 | Proficient User | C2 |  | Proficient User | C2 | Proficient User |
| C2 | Proficient User | C2 | Proficient User | C2 | Proficient User | C2 |  | Proficient User | C2 | Proficient User |
|  |  |  |  |  |  |  |  |  |  |  |
| A1 | Basic User | A1 | Basic User | A1 | Basic User | A1 |  | Basic User | A1 | Basic User |
| A1 | Basic User | A1 | Basic User | A1 | Basic User | A1 |  | Basic User | A1 | Basic User |
|  |  |  |  |  |  |  |  |  |  |  |



**Petcha Juliette**