

Klaus Monika

Professional Translator, C Writer

CONTACT

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EDUCATION

University of Parakou (Université de Parakou)

Bachelor of Business
Management

(2020-2024)

SUMMARY

Translate and edits a variety of documents including legal contracts, business correspondence, technical manuals, and marketing materials from English to German and vice versa with a high degree of accuracy and cultural sensitivity.

SKILLS

- Translation
- Research
- Editing
- Communication
- Calendar Management
- Time Management
- Proposals

WORK EXPERIENCE

Senior Editor and Translator

Unique publishers (2019 – 2021)

- Translated written content from one language to another including books, articles, manuscripts, marketing materials.
- Reviewed inconsistencies in terminology or style.

Proofreading, writer

Empress News paper .Co (2021 – 2024)

- Produced multimedia content, including photos, videos, audio recordings, and interactive graphics, to accompany written stories and enhance audience engagement.
- Wrote news stories, articles, features, content for publication in the newspaper.