**Miss Lea AGBO TRANSLATOR - ENGLISH & FRENCH**

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***PROFESSIONAL SUMMARY & KEY SKILLS***

As a native French speaker and thanks to an international experience I have gained a real culture of languages.

**Key skills:** 4 years of translating from English to French;

Extensive knowledge of vocabulary in both languages and skills in research activities;

Ability to translate different types of documents and materials in many areas of expertise;

Executive Assistant (directors and managers) & team management support experience;

Projects organisation, coordination and analysis experience.

**Languages:** **French**: Mother’s tongue **English**: Bilingual **Spanish**: fluent

**IT:** Strong Microsoft Office XP/Vista/7 (Word, Excel, PowerPoint, Outlook, etc.)

 Practical experience in computers – technical troubleshooting skills (hardware, software, network)

**CAT tools:** WordFast, OmegaT

**Interests:** Newspapers, online technology, any type of sciences

Travelling: Spain, U.K., Italy, Argentina, Chile, Peru, Bolivia, Australia, Canada, Cuba, and U.S.

***EDUCATION***

Aug. 07 – Jan. 08 **Algorithms & Programming -** Engineering University – Buenos Aires, Argentina.

Jul. 06 **English Literature (Grade C GCSE) -** Threshold Centre, London – U.K.

Jan. - April 06 **IT Level 2 NVQ (Information Technology) -** Metropole College, London – U.K.

Sept. 05 - Jan. 06  **IT E-quals (Information Technology) -** Metropole College, London – U.K.

Jan. <t0/> June 05  Jan. - June 05 **ESOL - English for Speakers of Other Languages -** CAVE, London – U.K.

Sept. 03 - May 05 **2 years Professional Degree in Management**

 National Centre for Distance Learning (CNED) – Lyon, France & London, U.K.

***EMPLOYMENT HISTORY***

 **2013**

* **April 25th-26th** Field: **Bank – Strategies and loans**

Employer: **Diamond Translation – Italy**

 Translation of: Business presentation

* **March 16th-19th** Field: **Medical – Cancer causes, symptoms & treatments**

Employer: **Private. Brandbergen – Sweden**

 Translation of: Researches about cancer

* **March 26th** Field: **Tourism** **- Tour instructions**

Employer: **The Translation Gate, Inc. (**<http://www.translatorscafe.com/cafe/agency7674.htm>**), Cairo – Egypt**

 Translation of: a welcome speech & guidance on places to visit in Lisbon

* **Jan 23rd-25th** Field: **Work related - CV & Cover letter**

Employer: **Private, London – U.K.**

 Translation of: Documents for applying to a position due to a change of country

 **2012**

* **Dec. 4th-7th** Field: **Specialised insurance** (*French-English)*

Employer: **Springresearch (**<http://www.sprinresearch.co.uk/>**), London – U.K.**

Translation of: Study about behaviours and expectations regarding the insurance field – High income

* **Nov. 26th-Dec. 1st** Field: **Tourism -** **Tour instructions**

Employer: **Private – Tour guide, Miami – U.S.**

 Translation of: a welcome speech & guidance on transport and places to visit in Miami

* **Nov. 24th-26th** Field: **Legal - Memorandum of Understanding**

Employer: **VTB Capital (**<http://www.vtbcapital.com>**), London – U.K.**

 Translation of: Clauses and appendices concerning the contracting countries (U.K.-Niger)

* **Nov. 13th-14th** Field: **Legal** **- Audit report** (*French-English)*

Employer: **FoodMatch, Inc. (**<http://www.foodmatch.com/>**), New York – U.S.**

 Translation of: Referencing processes & a preventive action table (translation & analysis)

* **Nov. 7th-8th** Field: **Web articles - Smartphones and Android technology**

Employer: **MagicSim (**<http://www.magic-sim.com>**), London – U.K.**

 Translation of: Gmate+ device & MagicSim adapter articles

* **Oct. 28th-29th** Field: **Web articles** - **Urban Design**

Employer: **BoConcept (**<http://www.boconcept.ca/>**), Montreal – Canada**

 Translation of: the history, culture and products of the company due to a new store opening in Montreal

* **June 4th - Sept. 21st** Field: **Legal - Interregional European documents**

Employer: **INTERREGIVC (**<http://www.interreg4c.net/>**),** **Lille - France.**

Translation of: Tenders and public procurements

<http://www.interreg4c.eu/6_Local_Procurement_HealthClusterNet.pdf>

* **May** Field: **Legal - National police** (**Interpreter)**

Employer: **Vice squad (**<http://www.interieur.gouv.fr/>**), Lille – France**

 Interpretation: Assisting a person who was subjected to a foreigner legislation offence

 **2010**

* **June 15th-20th** Field: **Human Rights - Video** **subtitles** (*French-English)*

Employer: **The Human Rights (**<http://www.ohchr.org/EN/newyork/Pages/AboutNYOffice.aspx>**),** **New York – U.S.**

Translation of: Oslo Freedom Forum. Video relating of ethnic, economic and corruption issues in Congo

<http://www.youtube.com/watch?v=wVTZV264k9A&list=PL6C9E52F7F84F170A&index=7&feature=plpp_video>

* **January 24th** Field: **Sociology - Thesis on personality traits**

Employer: **Private - Student,** **Montreal - Canada.**

Translation of: Interpretation of ideas & translation of related theories

* **Sept. 21st-Dec. 4th** Field*:* **Cultural - Documentary subtitles** *(French-English)*

Employer: **Professional reporter (**<http://www.imdb.com/name/nm3967620/resume>**), London - U.K.**

Translation of: Amadou Kina’s life and the culture & uses of African instruments <http://www.imdb.fr/title/tt2401151/>

 **2009**

* **April. 21st-Dec. 21st** Field: **IT - Online correspondence** (*French-English*)

Employer: **Professional Manager in IT,** **Montreal - Canada.**

Translation of: Emails and suggestions related to troubleshooting and the IT market (negotiations)

* **Jan.-Dec.** Field: **IT - Business documents/presentations**

Employer: **CGI (**<http://www.cgi.com/>**), Montreal – Canada**

Translation of: Business solution projects & budgets

*French teacher:* **2004-2011**

* **Private courses –** U.K., Argentina, Australia, Canada, Cuba

*English teacher:* **2006-2008**

* **Private courses –** U.K., Argentina, Australia

***References available upon request***