**CURRICULUM VITAE**

**Personal Information**

**Surname: RACHEL EKOM**

**Given Name: TEKE Épouse MBANWEI**

**Address: Tel. + (237) 675619513; + (237) 679585252**

**E-mail:** rachelmbanwei596@gmail.com

**Skype Id: Rachel Mbanwei**

**Date of birth: September 26, 1980**

**Place of birth: Guka**

**Nationality: Cameroonian**

**Status: Married**

**Mother language: English**

**Work experience: More than 4 years.**

**Objective:**

**To secure rewarding translating and proofreading assignments and give total support to your institution, with the experience and capability that I have; in order to achieve the organizations goals and create mutual benefits.**

**Formal Education:**

**1994: First School Leaving Certificate (F.S.L.C) - G.S ATUAKOM, BAMENDA**

**1998: Ordinary Level Certificate (O.L) – G.H.S BATIBO**

**2001: Advanced Level Certificate (A.L) – G.H.S BATIBO**

**2010: Teacher Grade One Certificate (CAPIEM) – G.T.T.C BAMENDA**

**Work Experience:**

**My language pair is: French into English.**

**- I have translated and proofread documents at the Courts and Legal Departments of the Ministry of Justice in Cameroon.**

**Skills:**

**Cat Tools:**

**.SDL Trados 2021**

**.Wordfast**

**.Smartcat**

**.Microsoft Office Word**

**.Microsoft Office Excel**

**.Microsoft Office PowerPoint.**

**Languages:**

**.English (Excellent written and oral skills)**

**.French (Excellent oral skills)**

**Personal Interests:**

**.Reading (aimed at improving my language skills).**

**.Secretarial duties (Documentation aimed at improving my language skills).**

**.Horticulture and Gardening.**

**.Fashion designing**

**References:**

* **New York Documentation – BATIBO**

**Tel. 237 651799950**

* **Friends of Nature’s Club - BATIBO**

**Email:** **richardmbanwei@gmail.com**

* **LEGAL DEPARTMENT AND COURT OF FIRST INSTANCE – BATIBO**

 **TEL: 237 677833555**

* **COURT OF APPEAL AND MINISTRY OF JUSTICE – YAOUNDE**

 **TEL: 237 677554699**