

Sonia DONGMO ZOLEKO

TRANSLATOR

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[LinkedIn](#)

Trilingual translator (French – English – Spanish) with several years of experience, recognized for the accuracy of my translations and my intercultural sensitivity; I work on demanding projects while ensuring terminological consistency and on-time delivery. Expert in CAT tools and multilingual subtitling, I also handle proofreading and quality control. I provide my clients with translations faithful to the original meaning, consistent across all their documents, and compliant with the stylistic requirements of each target language.

EXPERIENCES

Professional Translator - French <-> English, French <-> Spanish

TRANSLAYTE - Since January 2025

Position Details

- Analysis of source documents and contextual understanding (administrative, academic, legal, commercial or professional)
- Translation of documents from French into English and Spanish, and vice versa, according to client needs
- Use of precise terminology compliant with the requirements of the relevant field
- Linguistic and cultural adaptation of content for the target audience
- In-depth proofreading and quality control of delivered translations
- Adherence to professional standards and institutional requirements
- Faithful formatting to original documents when required
- Deadline management and adherence to assigned schedules
- Communication with clients or contacts to clarify needs as required
- Delivery of translations ready for official, academic or professional use

Audiovisual Translator - French <-> English, French <-> Spanish

REV - February 2022 to November 2024

Position Details

- Careful listening and accurate transcription of video audio content (when subtitles are absent)
- Translation of existing subtitles or creation of new translations, from French into English or Spanish and vice versa

SKILLS

Linguistic and Translation

- Specialized translation & terminology (legal, administrative, academic)
- Revision, proofreading & quality control
- Multilingual subtitling (technical standards & synchronization)
- Excellent writing proficiency
- Audiovisual translation and localization

Translation Tools and Language Technologies

- SDL Trados Studio
- MemoQ
- Wordfast
- Déjà Vu
- Linguee
- WordReference
- IATE

Office and Multimedia Tools

- Microsoft Office (Word, Excel, PowerPoint)
- PDF document management (Adobe Acrobat)
- Image editing and visual adaptation (Photoshop - advanced level)

- Adapting translations to ensure they read naturally and comprehensibly, considering idiomatic expressions and cultural context
- Verification and compliance with subtitle formatting: maximum line length, audio synchronization, timing compliant with standards (SRT, VTT)
- Final proofreading and correction to ensure fluency, terminological consistency and professional quality before delivery
- Delivery of a subtitle file ready for integration, compliant with technical and linguistic standards

Translator

SINHAHA TRANS - June 2020 to August 2020

- Medical translation of specialized texts from English into Spanish
 - Compiling a glossary of difficult terminology
- Economic translation of specialized texts from Spanish into English
- Translation of specialized texts

Translator

OPTIMUS - April 2024 to October 2024

- Translation of English-French-Spanish texts
 - Legal
 - Economic
 - Press/Media
- Translation of specialized texts

EDUCATION

Master's Degree: French - English Translation

EDVENN | November 2024 to January 2026

Target competencies: Define a translation strategy based on project specifications, Respond effectively to any client request, Analyze any material to be translated, Produce translations in compliance with domain-specific terminology and phraseology, Identify non-conformities and deviations from project specifications

Master's Degree: Applied Modern Languages (LEA)

Protestant University of Central Africa (UPAC) | 2021 to 2023

French-English-Spanish Translation

Professional Bachelor's Degree: Applied Modern Languages (LEA)

Protestant University of Central Africa (UPAC) | 2018 to 2021

French-English-Spanish Translation

Project Management & Organization

- Independent management of translation projects (full autonomy)
- Deadline compliance & deliverables tracking
- Organization, rigor & prioritization
- Responsiveness and reliability

Communication & Professional Relations


- Professional communication & client relations
- Negotiation & adaptability to client needs
- Strong intercultural awareness


Ethics & Professional Standards

- Confidentiality & sensitive data management
- Professional ethics & deontology
- Reliability and integrity

LANGUAGES

 French

 English

 Spanish