**Name** GUALEM TAKALA

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**Address:** C/O Optimus Translation P.O Box: 10007 Yaounde

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**TRANSLATOR**

**(English – French)**

**SERVICES OFFERED**

* Translation of General, Specialised and Technical Texts
* Proof – Reading
* Post- Edition
* Editorial and Linguistics Counselling

**TRAININGS**

* **2015–2017**:Master in Translation (University of Dschang) ;
* **2014 :** Master 1 in English and Commonwealth Studies University of Dschang) ;
* **2013 :** Bachelor Degree in Bilingual Letters (University of Dschang) ;
* **2010 :** Baccalaureat A4 Allemand (GHS of Bafang)

**PROFESSIONNAL INTERNSHIPS**

* Internship of 03 Months (September – November 2015) at the Documentation and Translation Sub- division of ENEO (Douala)
* Internship of 01 Month ( April – May 2016) at the Translation’s Unit of MINPOSTEL : Cameroon’s Ministry of Posts and Telecommunications (Yaounde):
* Internship at Optimus Translation ( November 2017 – December 2018 Yaounde)

**PROJECTS CARRIED OUT**

* Translation of legal documents, including contracts, company incorporation documents, insurance, procurement policies, internal company regulations, minutes of meetings and circulars, legal advice letters, tax and policy forms, birth and marriage certificates
* Translation of online software, 234 words
* Translation of text on democratic Interference in Africa, 8,411 words
* Optimization and cost’s mastering of Building construction translation text, 2,800 words
* Legal, Business and Marketing translations
* Variety of company financial documents including company accounts, annual reports and auditors’ reports
* Translation of kitchen receipt, 3500 words
* Human development and demography translation, 3,000 words
* Performed various translation services at Diversified Electronics Consultants such as translating technical manuals and proofreading minutes and reports
* Over 35,000 words project on dry land management and preservation techniques in East African regions
* Performed Translation of many author’s portrait in various activities of life 30,000 words
* Women's political participation in the town of Dschang, 2,700 words
* Translation of sport text, 4217 words
* School and the political socialization of children in the Fontem sub- division, 3,500 words
* Adequacy of culture in the French version of Americanah, 1,000 words
* MTPE on general marketing, 6000 words
* MTPE on online software, 7824 words

**SPECIALISED SUBJECTS AREA**

* Administrative translation: Degree, Transcripts, Certificates, Attestation etc.;
* Literal translation: Novel, Articles;
* Translation of Specialised Documents: Agriculture, Livestock, Environment, Climate Change, Renewable Energy;
* Marketing translation;
* Medical translation: User manual of Medical Device etc.;
* Technical Translation: Electric household Appliance, Civil Engineering, Architecture, Electronic construction, Logistics, Geology etc.;
* Legal translation;
* ITC Translation: tutorials and guides of software, telecommunication etc.;
* Economic Translation: Financial Reports, Audit Reports, Certificate of conformity of a Manufacturer to Good Practice, etc.

**PRICES/RATES:**

* € 0.05 to 0.08 per word for translation these rates can vary depending on factors such as nature of text, deadline and availability.
* € 0.04 to 0.06 per word for proofreading.

**WORK LOAD PER DAY:**

* 2000 per day
* Available throughout the week

**PREFERRED METHOD OF PAYMENT**

* Western Union, Bank Transfer, Money Gram

**ITC knowledge:**

* Office suite
* All versions of SDL Trados,
* MemoQ,
* WordFast
* MemSource
* Antidote
* XBench