**Valerie Nadege** GUIBOU

As a professional Translator, voice recorder and proofreader with a proven track record in the mastering of French and English, my focus on building a strong professional relationship has been a beneficial asset throughout my career. Thus, my communication, people-centric nature and compassion have afforded me excellent interpersonal skills, and my expertise can be needed to forge understanding when it’s matters most. I bring a comprehensive set of language skills that I believe will be valuable and can fit various language roles.

**WORK EXPERIENCE**

3 AUG 2018 – CURRENT – Bafoussam, Cameroon

**TRANSLATOR –** MINJUSTICE

As a legal Senior Translator, I convert written legal papers from one language to another. I also translate executive orders, aﬃdavits, judicial opinions, naturalization papers, real estate documents, trusts, and wills. Furthermore, I have a duty to:

· Assists in the preparation of patent evaluation reports by collecting, analyzing, and summarizing information.

· Keeps records and maintains a database of documents as they are translated and evaluated.

· Reading through original material and rewriting it in the target language, ensuring that the meaning of the source text is retained.

· Using specialist dictionaries, thesauruses, and reference books to ﬁnd the closest equivalents for terminology and

words used.

· Researching legal, technical, and scientiﬁc phraseology to ﬁnd the correct translation.

· Proofreading and editing ﬁnal translated and edited documents.

· Providing grammatically correct, the well-expressed ﬁnal version of the translated text, usually as a word-

processed document.

Prioritizing work to meet deadlines.

17 JAN 2021 – 29 JAN 2021 – Mbongo, Mbambou, Cameroon

**TECHNICAL TRANSLATOR –** SCS GLOBAL SERVICES

On a 10(ten) day mission on Mbambou (17-22 Jan) and Mbongo (27-29 Jan) sites, the main task was to read the material and researching industry-speciﬁc terminology. Converting text from one language to one. Ensuring translated texts convey original meaning and tone. Help auditors to ease their mission by translating during meetings, ﬁeld mission, and diﬀerent talks with the Heads, the workers as such as the staﬀ. Ease the understanding of documentation review by doing the side-by-side translation.

AUG 2015 – SEP 2015 – Yaoundé, Cameroon

**TRAINEE TRANSLATOR –** MINEPDED (MINISTRY OF ENVIRONMENT, NATURE PROTECTION AND SUSTAINABLE DEVELOPMENT) OF CAMEROON

During the intern, texts on many areas were translated, among others,

◦ The MINEPDED 2014 Annual Performance Report.

◦ National Tender Notice on the hiring of a consultant for the development of the National Sustainable

Development Strategy.

◦ The Draft Africa Position Paper (seventh meeting of the conference of the Parties serving as the meeting to the parties to the Cartagena Protocol on biosafety (cop - mop7)).

◦ A text on the African Court on Human and Peoples' Rights against the State of Libya from English to French.

◦ A press release from the Minister on POP's from French to English.

◦ Texts on the Ramsar Convention on Wetlands.

◦ A text relating to "Bootleg Alcohol Prevention Update".

◦ An introductory text on biological invasions on a global and national scale

◦ The drafting of glossaries related to the environment and the protection of nature.

◦ A text on "Memorandum of Agreement".

2015 – 2016 – Yaoundé, Cameroon

**VOLUNTEER TRANSLATOR –** PERMONDO NGO AND GODALL INSTITUTE

**PerMondo** is an initiative created and managed by the translation agency Mondo Agit. Its main task is to help non- proﬁt organizations or initiatives by translating texts or websites free of charge. The main task as a volunteer translation was carried on the text-linked Permondo NGO home page.

Jane **Goodall** is a global community conservation organization that advances the vision and work of Dr. Jane **Goodall**. By protecting chimpanzees and inspiring people to conserve the natural world we all share, we help the NGO by translating tangible to improve the lives of people, animals, and the environment.

2015 – CURRENT – Bafoussam, Cameroon

**FREELANCE TRANSLATOR –** TRANSLATION FIRMS

Subcontracting of texts from various domains with a range of contractors and in various technical domains.

[Member of www.Translatorsbase.com where I work as an independent translator. Independent Translator in](http://www.Translatorsbase.com) [www.Translatorscafe.com](http://www.translatorscafe.com/)[, and www.Translation directory.com](http://www.Translation)

Freelance Translator: OneForma, Smartcat, Fiverr...

24 SEP 2017 – NOV 2019 – Douala, Cameroon

**SERVICE CONSULTANT –** INTELCIA CAMEROON

**Job Summary**

Responsible for acting as a liaison between customers and companies. Assists with complaints, orders, errors, account questions, billing, and other queries.

**Job description:**

• Resolve customer complaints via phone, email, mail, or social media.

• Use telephones to reach out to customers and verify account information.

• Greet customers warmly and ascertain the problem or reason for calling.

• Advise on company information.

• Take payment information and other pertinent information such as addresses and phone numbers.

• Attempt to persuade customers to reconsider cancellation.

• Inform customers of deals and promotions.

• Utilize computer technology to handle high call volumes.

• Work with the customer service manager to ensure proper customer service is being delivered.

• Close out or open call records.

• Compile reports on overall customer satisfaction.

• Handle changes in policies or renewals.

FEB 2014 – CURRENT – Edea, Cameroon

**COMMUNICATION SPECIALIST –** DEVAL BUSINESS COMMUNICATION

**Job Summary:**

◦ Develop and implement a communication strategy that includes media outreach and social media content creation.

◦ Research and write press releases, and content for the company website, infographics, blogs, and newsletters.

◦ Acquire and maintain a detailed knowledge of the company’s policies, principles, and strategies, and keep up- to-date with relevant developments.

◦ Arrange and coordinate press conferences, and plan events.

◦ Adhere to the company’s style guide, ensuring that we produce high-quality and error-free copies.

◦ Work with key internal role-players to brainstorm content ideas, in line with the company’s strategy and in support of various brand initiatives.

◦ Support and evaluate results of communication, translation and, interpretation campaigns with the team.

◦ Build and maintain relationships with journalists and key external role-players.

2011 – 2014 – Edea, Cameroon

**FRENCH AND ENGLISH TEACHER –** EDEA GOVERNMENT BILINGUAL SCHOOL

**Job summary**:

I taught courses in French and English from Form1 to Upper Sixth and, taken part in the correction of oﬃcial exams. Also, I was in charge of post and peri-school activities.

I attended school workshops and seminars to raise the academic level and improve the results of the pupils.

**EDUCATION AND TRAINING**

2014 – 2017 – Yaoundé, Cameroon

**MASTERS IN TRANSLATION AND INTERPRETATION –** Istic Yaoundé (Higher Institute of Translation, Interpretation and

Communication)

2004 – 2007 – Yaoundé, Cameroon

**MASTERS IN FRENCH LITERATURE –** University of Yaoundé I

2001 – 2003 – Dschang, Cameroon

**BA IN FRENCH LITERATURE –** University of Dschang

**LANGUAGE SKILLS**

**Mother tongue(s):** French and English

**Other language(s):**

UNDERSTANDING SPEAKING WRITING

Listening Reading Spoken production Spoken interaction

**GERMAN** A1 A1 A1 A1 A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proﬁcient user

**DIGITAL SKILLS**

Microsoft Word Microsoft Excel Zoom Facebook Skype LinkedIn Organizational and planning skills

Motivated Team-work oriented Good listener and communicator

Good mastering of CAT Tools: Trados, Word fast, Memo Q, Subtitle workshop…

**Micrsoft Word, Microsoft Excel**

**Facebook, Skype, LinkedIn, Zoom**

**PUBLICATIONS**

**Critical Analysis of the Millennium Development Goals (MDGs)**

Available at SSRN: https://ssrn.com/abstract=2954987 [https://ssrn.com/abstract=2954987 – 2017](https://ssrn.com/abstract=2954987) <https://ssrn.com/abstract=2954987>