

Joseph MONDJELI

Translator

AREAS OF EXPERTISE

Technical

IT

E-learning

Food and Beverage

Education

Business, Banking,

Finance and

Economics

Medical and Pharma

Legal

SERVICES

Translation

Proofreading

Post editing

Localization

MTPE

Linguistic Sign Off (LSO)

Linguistic Quality

Assessment (LQA)

Cultural Check

Test Correction

PERSONAL SKILLS

Detail orientated

Well organised

Friendly

PERSONAL DETAILS

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PERSONAL SUMMARY

I am a French native freelancer translating and proofreading texts since 14 years for many major translation agencies round the world (see selected current references below). My main fields are Technical, E-learning, Marketing, Legal, Financial and IT. From the beginning of my career as a professional, I have translated and revised millions of words thanks to the array of linguistic resources and specialized dictionaries I have. I am used to managing huge projects and to deliver quality work on time. Besides, I am able to work under pressure and to meet short deadlines. I expect from all clients respect and punctual payments. My long-standing experience could be of great interest to you and your company, why wait?

EDUCATION

2007 - 2009 Master of Arts (M.A) in Translation (specialty: trilingual combination - French (A), English (B), Spanish (C))

September 2004: Certificate in Intensive English Language Course

June 1996: Holder of a Teacher's Secondary school certificate in Spanish

Language

June 1993: Bachelor of Arts (B.A) in Spanish Language

WORK EXPERIENCE

FOOD AND BEVERAGE

Translator/ Proofreader June 2011 - Present

TYPES OF MATERIALS TRANSLATED

Food labels, Food production procedures, Quality Assurance procedures, Lab tests, Websites and web content, Marketing brochures and ad copy, Contracts, SDS, Marketing Campaigns, Brochures and Catalogs, Menus, Product Descriptions, Videos and Web Apps, Package Labels, Newsletters

MAIN ACCOUNTS

East Side Mario's, Cara International, Recipe Unlimited Corporation, Cara Prime, Prime Restaurants Inc., Beyond Meat, Chicago Vegan Foods, McDonald

MAJOR TASKS CARRIED OUT

- **Task:** Regular Translation for East Side Mario's, Cara International, Recipe Unlimited Corporation, Cara Prime, Prime Restaurants Inc., Beyond Meat, Chicago Vegan Foods, McDonald /**End client:** East Side Mario's, Cara International, Recipe Unlimited Corporation, Cara Prime, Prime Restaurants Inc., Beyond Meat, Chicago Vegan Foods, McDonald
- **File name:** Living Our values/**Wordcount:** 55k words/ **End client:** McDonald

EDUCATION

Translator/ Proofreader

June 2011 - Present

KEY SKILLS AND COMPETENCIES

- *Familiar with translation software tools.*
- *Able to fluently speak French, English and Spanish.*
- *Excellent communication and social skills*
- *Able to work to tight deadlines.*
- *Highly skilled in Word, Excel and Microsoft Outlook.*
- *Willing to travel and able to work under pressure.*
- *Able to prioritize work.*

CAT TOOLS

SDL Studio, MemoQ, Memsource, XTM, Octave, Editor Online, Multitrans Web Editor, Transifex, DejaVu, Translation Workspace, Wordfast, SmartCat, OmegaT

DTP TOOLS

Microsoft Word, Microsoft Publisher, Adobe Dreamweaver, Adobe Illustrator, Adobe Indesign, QuarkXpres

TYPES OF MATERIALS TRANSLATED

Diplomas for elementary, secondary, and High School, Term papers, Academic Records, Teaching materials, Early development and education materials, Community Notices and Bulletins, Report Cards, Standard Letters, Standard Email Communication Notices, Testing Materials, Brochures and Pamphlets, Student/Parent Forms, Legal Documents, School Bus Schedules and After School / Extracurricular Activities , Enrollment Information, Course Descriptions, and Class Schedules, Academic references, Academic publications, Campus Information and Student Services, Financial Aid Information, Enrollment and Registration Information, Brochures, Marketing, and Pamphlets, Course Descriptions and Class Schedules, E-learning programs, Home schooling

MAIN ACCOUNTS

Office of School Food Nutrition Services, NYC Department of Education, Office of Postsecondary Readiness in the Division of Teaching and Learning, NYC Department of Education, Office of Teaching and Learning Programs- Division of Early Childhood Education, NYC Department of Education, Worcester Public Schools, Biddeford Public Schools, Stafford County Public Schools

MAJOR TASKS CARRIED OUT

- Regular Translations for the above accounts
- **File name:** Individualized Education Program/ **Wordcount:** 55k/ **End client:** New York State Education Department

BUSINESS, BANKING, FINANCE AND ECONOMICS

Translator/ Proofreader

June 2011 - Present

TYPES OF MATERIALS TRANSLATED

Annual reports & proxy statements, Audit reports, Balance sheets, Bank statements, Business plans, Compliance reports, Datasheets, Disclosure agreements, Economic reports, Financial contracts, Financial statements, Fintech localization, Insurance documents, Investor information & newsletters, M&A documents, Marketing & Sales materials, NDAs, News and articles, Press releases, Private and public offers, Prospectuses, Regulatory documentation, Request for proposals (RFPs), SEC filing documents, Shareholder reports, Stock market analyses, Tax reports, Tender letters, Trademarks & patents, Website content, analysis reports, commodities, disclaimers, disclosures, foreign exchange, loan agreements, monthly statements, public and private offerings, signatory cards, wire authorization forms, 1099 forms, cash flow statements, business plans, balance sheets, financial agreements, income statements, international financial reporting standards (IFRS) documents, profit and loss (P&L) reports, quarterly tax verifications, tax reports, W-2 forms, wage reports, annual reports, auditor's reports, certificates of insurance, coverage forms, marketing materials, policy forms, regulatory documents, retirement plans, annual reports, bonds, equities, financial reports, investment briefs, investment documentation, KIIDs, PPMs, regulatory/compliance documentation, SEC reports

MAIN ACCOUNTS

Primark Finance Department; Solium, International Trade Center

MAJOR TASKS CARRIED OUT

- Regular Translations for the above account
- **Task:** Financial Training Programme/**Wordcount:** 103k words/ **End client:** International Trade Center (ITC)

POLITICS AND INTERNATIONAL ORGANIZATIONS

Translator/ Proofreader June 2011 – Present

TYPES OF MATERIALS TRANSLATED

Homeless housing assistance program, political speeches, Citizen Public Health, Job opportunities, social and awareness initiatives, State park initiatives and programs, FGM/C policies

MAIN ACCOUNT

Office of Temporary and Disability Assistance (ODTA), Housing First Europe, Office of Parks, Recreation and Historic Preservation, UNFPA, UNDP

MAJOR TASKS CARRIED OUT

- **File name:** Housing First Europe Final Report/**Wordcount:** 55K/ **End client:** Housing First Europe
- Weekly translations over 1 year/ **Wordcount:** 70k words/ **End client:** State of New York
- **Task:** Obstetric fistula& other forms of female genital fistula/ **Wordcount:** 50k words/ **End client:** UNFPA

MEDICAL AND PHARMA

Translator/ Proofreader June 2011 - Present

TYPES OF MATERIALS TRANSLATED

Website/marketing materials, Signage, Patient information and intake forms, Documents about clinical trials, Informed consent forms, Prescription labels, Clinical trial protocols, Informed consent forms, Communication log between main study center and other study centers, Investigator's brochures, Adverse event reports, Legal documentation such as statements and agreements between study centers and pharmaceutical companies, Case Report Forms (CRF), Medical reports, for development agencies working in various emerging countries, Mental health, evaluations, Contracts, Training manuals and e-learning materials, Reproductive health literature, Bio-chemistry (vaccine) reports, Drug registration documentation, Instructions for Use (IFU), Marketing Collateral, Package Inserts and Labels

MAIN ACCOUNTS

Trudell Medical, UNAIDS, Tarry Medical Products, First Databank

MAIN TASKS CARRIED OUT

- **Task:** Regular translation of UNAIDS actions and initiatives/ **Wordcount:** 50k words/ **End client:** UNAIDS
- **Task:** MDG6 Report_Master File/**Wordcount:** 204K words/**End client:** UNAIDS

LEGAL

Translator/ Proofreader June 2011 – Present

TYPES OF MATERIALS TRANSLATED

Transcripts from court and witness, Confidentiality agreements, Formal Complaints, Legal Statements, Legal disclaimers, Licenses, Wills & trusts, Litigation documentation, Arbitration translation, Depositions, Policies, websites

MAIN ACCOUNTS

Pirmark, Diageo, Comotion

MAIN TASKS CARRIED OUT

- **File name:** Primark Code of Conduct/ **Wordcount:** 25k words/ **End client:** Primark
- Regular Translation for Comotion Account/ **Wordcount:** 35k words/**End client:** Comotion

SPORT

Translator/ Proofreader June 2011 – Present

TYPES OF MATERIALS TRANSLATED

Tournaments, policies, rules, press releases, websites

MAIN ACCOUNTS

Special Olympics, Volleyball Canada, Foot Locker

MAIN TASKS CARRIED OUT

Regular Translation for Volleyball Canada

FACTORY AUTOMATION AND ROBOTICS

Translator/proofreader June 2011 - Present

TYPES OF MATERIALS TRANSLATED

Injection molding machine, CNC machining Centre, milling center, Programmable logic controller, Field transmitter & process sensor, Industrial & collaborative robot, Power stability, Data security, AI Basketball Robot CUE project, Autonomous transport system, Automated Guided Vehicle, Logistics & Packaging robot, etc.

MAIN ACCOUNTS

FANUC, OKUMA CORPORATION, SIEMENS, Texas Instruments, Faulhaber, Apacer for Industrial

MAIN TASKS CARRIED OUT

Translation & Proofreading for FANUC, OKUMA CORPORATION, SIEMENS, Texas Instruments, Faulhaber, Apacer for Industrial / Word count: 60k/ End client:

E-LERANING

Translator/proofreader

TYPES OF MATERIALS TRANSLATED

Blinded learning, Individualized learning, Mobile learning, Self-training, Virtual Classroom, Virtual school, Distance learning, Formal education, Non-formal education Serious game, e-book, Learning objects, Open Educational Resources, Video conferencing, Webcast, etc.

MAIN ACCOUNTS

Kindergarten, Children's Garden, Pre-K Schools (CINCINNATI)

MAIN TASKS CARRIED OUT

Translation & proofreading for Kindergarten

