



Stephen Kwadwo Boateng

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🌐 <https://itranscribeconsult.com/>

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CIOL: <https://www.ciol.org.uk/66264>

PROFESSIONAL SUMMARY

A multi-skilled, reliable & talented language service provider with a proven ability to translate, transcribe, interpret and teach English to Akan (Twi and Fante). A quick learner who can absorb new ideas, can communicate clearly and effectively with people from all social & professional backgrounds. Well mannered, articulate, fully aware of diversity and multicultural issues. Flexible in the ability to adapt to challenges when they arise and at the same time remaining aware of professional roles and boundaries. Seeking an opportunity where inherent skills would be utilized in its fullest to enhance success.

KEY SKILLS AND COMPETENCIES

- Advanced language knowledge
- Computing and CAT tools
(SDL Trados, Phrase, OmegaT, etc)
- Ability to Work Independently
- Self-Motivating
- Project Management
- Manual Software Testing
- Excellent Writing and Communication skills
- Highly skilled in Microsoft Office Suite
- Time Management
- Linguistic Quality Assurance

EDUCATIONAL AND ACADEMIC QUALIFICATIONS

PERIOD	INSTITUTION	QUALIFICATION
✓ 2022-2023	Chartered Institute of Linguists, UK	Diploma in Public Service Interpretation
✓ 2023	RWS Group	MTPE Certification
✓ 2022-2023	Presbyterian University, Ghana	Certificate in Intellectual Property Management Certificate in Public Relations and Strategic Management Certificate in Local Service Governance and Leadership

- ✓ 2021-2023 Kwame Nkrumah University of Science and Technology MSc Educational Innovation and Leadership Science (On Going)
- ✓ 2012-2016 University of Education, Winneba **Bachelor of Arts (Twi Education)**

AWARDS 2020 Best Teacher Award (Asante Twi); General Arts Category- Tweneboa Kodua Senior High School

INTEREST Reading, Writing of Articles, Drumming and Listening to Music.

WORK EXPERIENCE

PERIOD	COMPANY/INSTITUTION	ROLE(S)
✓ Oct. 2022 – Date	Charity Translations	Volunteer English-Twi Translator
✓ July 2022 – Date	CL Translation Service	Freelance LSP Translation and Proofreading of <i>Christian Materials</i> Voice Over Recording of <i>Christian Materials</i>
✓ June 2022 – Date	Absolute Translation Services	Freelance LSP Translation, Transcription and Proofreading of Materials in <i>Law, Health and General domains</i>
✓ May 2022 – Date	The Big Word	Freelance LSP Translation, Transcription and Proofreading of Materials in <i>Law & Immigration</i>
✓ May 2021 – Date	RWS Group	Vendor Service Provider Provides Language Services for African Languages in <i>UI/UX, CX Software</i> etc domains
✓ Mar 2021 – Jan 2023	Lexcelera / Eurotexte SARL	Freelance Medical Translator Translation and Proofreading of <i>Medical & Health</i> materials
✓ Feb 2021 - Date	DPSI Online, UK	DPSI Law Tutor/Assessor Teach, examine and assess Interpreters to obtain DPSI Level 3 Certificate
✓ Sept 2020 – Date	Effectiff Services	Freelance Interpreter Offer remote telephone and video Interpretation
	Scientific Animation	African Languages Consultant

Without Borders (SAWBO)

- ✓ April 20 - May 2021 Michigan State University, US
- ✓ June 2021 – Jan 2023 Purdue University, US
- ✓ April 2020 - Date The Translation Gate
- ✓ April 2020 Alison Group
- ✓ May 2020 – Date Cross Boarder Translation
- ✓ May 2020 – Date Quality Metric
- ✓ Dec 2019 - Date Future Trans
- ✓ June 2019 – Jan 2023 Optum LLC
- ✓ May 2019 – Jan 2023 QualWorld USA, Inc.
- ✓ Dec 2017 – Jan 2022 Edata Farm LLC

Covid-19 Related Projects

Translated materials in *Agriculture, Health and Medical* domains

Recorded voice over of translated materials

Managed over **35 Ghanaian and Kenyan linguists** for translation and voice over recordings

Freelance LSP

Translate, proofread and edit materials in *UI/UX, Technology, Software, Law, Health and General, etc* domains

Volunteer Translator

A member of volunteers' team to translate, edit and proofread Covid -19 Course Packs

Freelance LSP

Translate edit and proofread materials in *UI/UX, CX, Technology, Software, Health and Law* domain

Freelance LSP

Translate, edit, proofread and quality check *questionnaires/surveys in Health, Medical and Pharmaceuticals*

Google Certified Translator

Translate, edit and proofread materials for *Google Localization Project* (50,000 words and counting in *UI/UX, CX, Technology, Communication, & Media, etc*

Freelance Medical LSP

Translated, edited, proofread *Medical Surveys and Questionnaires*

Freelance Medical LSP

Translated, edited, proofread *Medical Surveys and Questionnaires*

African Languages Consultant

✓ Dec 2017 – Date iTranscribe Consult, Ghana

Led African Linguists to create data in more than 50 Languages for Google GBoard Project
Led a team of 500+ Ghanaians for Google Image Description Project

Led a team of 20 Twi Linguists to transcribe data in Loft 1.0, 2.0 in over 5000+ minutes

Senior Management Consultant

Manage over 150 Professional In house and freelance linguists to provide services in various African Languages

Play project and vendor management roles

Provide English-Akan/Twi translations, interpretation, and transcription

Write technical and financial proposal to bid for projects

✓ August 2017 – Date Kasahorow Language Firm

Community Manager

Manage all social media handles for the Akan Community

PROFESSIONAL ASSOCIATION

ORGANISATION/INSTITUTION

Chartered Institute of Linguists, UK
Network of African Language Teachers and Translators (ALATT)
Graduate Students Association of Ghana, KNUST
International Literacy Association
National Association of Graduate Teachers

ROLE

Full Member
Member
Member
Member
Member