

CURRICULUM VITAE

English to French/French to English Translator Proofreader	Services Offered Translation *MTPE Proofreading *Editing
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<u>PERSONAL INFORMATION</u>			
Gender:		FEMALE	
Surname NGOUFACK	Middle Name ZANA	First Name CHRISTIANE	
Date and Place of Birth: 16 January 1986 in Yaounde, Cameroon			
Nationality: Cameroon			
Town Yaounde	Region Centre	Postal Code (Zip) +237	Country Cameroon
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Facebook	Christiane Zana		

<u>EDUCATION</u>				
From	To	Institution (name, place)	Certificates, Degrees obtained	Main field(s) or Subject(s) of study
2010	2014	Advanced School of Translators and Interpreters (ASTI), University of Buea, Cameroon	Master Degree in Translation	Translation Studies
2008	2010	Higher Teachers Training College (ENS), University of Yaounde 1	Higher Teachers Training Diploma (DIPES II)	English and French as second languages
2004	2007	University of Yaounde I, Cameroon	Bachelor's Degree of Arts (BA)	English and French

<u>WORKING SKILLS</u>
*Hability to manage big projects with tight deadlines *Excellent team work skills * Strong communication skills *Attention to details

PROFESSIONAL TRAINING

Workshop on Administrative writing in English and French

LANGUAGES	SPEAK	READ	WRITE
English	*	*	*
French*	*	*	*
* before French means that the French language is my mother tongue			

-Technical (Automotive industry, building and construction industry, heavy machinery)

-Education: (School programs, teaching and evaluation reports)

-Medical: (Medical insurance, medical/health care/COVID-19, health care facility)

-Texts for International Organizations (Food and Agricultural Organization (FAO); United States African Development; Foundation/USADF); United Nations Population Fund (UNFPA) U.N. & African Development Bank (AfDB) related documents); UN Women

*ASKAN,
*Kaseya,
*Liugong Dressta Machinery,
*Met Well International LLC

*Strong Start,
*NYC, DOE
* DC Public Schools,
*Boston Public Schools

*DC Health
*New York City Health & Hospitals

*British Airways,
*Foder (Forêt et Développement rural/Forestry and Rural Development),
*National Community Driven Development Program (PNDP)
*African Development Bank (AfDB)
*African Wildlife Foundation
*UN Women

WORK HISTORY

1) Collaboration with Translationbackoffice (March 2019-Current)

- Translated multiples documents in different fields, mainly educational, general, medical, technical, corporate, NGO and UN-related texts

2) Collaboration with YYZ Translations (May 2018-Current)

- Translated documents from English to French in different fields
- Reviewed of final works to spot and correct errors in punctuation, grammar and translation

3) Collaboration with Wordminds Translations, an UK based translation agency, from December 2019 to March 2020

*MTPE (Machine Translation Post Editing) of a Media/Multimedia Project (about **10,000 words**)

*Translation and editing of several COVID-19 related projects

4) Collaboration with the National Community Driven Development Program (a UN program in Cameroon, PNDP), in June 2019.

- Translation of a book on the Korea's national transformation (about **35,000 words**)

5) Collaboration with CMM languages, an India based translation agency, from March to November 2019

*Translation of several short-term projects (about **20,000 words** in total)

6) Collaboration with a Metz-based translation agency (KARZEY Traduction), in August 2016.

*Translation of descriptions of a device installation

7) Collaboration with 24translate, in June 2016

*Translation of a complaint for patent infringement for French Canadians

Since August 2015: translator for diverse private clients, organizations and institutions based in Gabon, Kenya, Cameroon etc. Over 25 jobs successfully handled.

September 2014: Translator and teacher

*Team translation of several documents on various fields for private clients

Other Skills

ESL Teacher

REFERENCES

- Aristide Angounou, Senior Translator In the Department of Justice, angounoua@gmail.com
- Judith Keunga, Senior Translator in the Department of Health, keungajudith@gmail.com

Computer Skills and CAT Tools

- SDLTrados Studio, 2015;2017
- MemoQ 2015;
- Wordfast
- Memsources
- Smartcat
- Smartling
- XTM
- MS Office(Word, Excel, Powerpoint), and Internet
- Adobe Acrobat,