

# LOM MAYELE ARMEL

## Bilingual Professional Translator English-French

H/NO 16 OMANYE AVENUE. ACCRA. GHANA

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### Resume

I am a bilingual professional translator with experience since 2016. I habitually work as freelancer under short business contracts. I translate in the language pair English to French with expertise also in interpretation, copywriting, proof-reading, transcription, administration, business management, and human sciences. Thoughtful, pragmatic and, ever-learning is how I am best described.

### Experience

Translator (freelance) ▪ from February 2022 to present  
Effectiff LLC ▪ Lauderdale by-the-seaside, Florida

- Translation of written communication from English to French

Interpreter (freelance) ▪ from May 2019 to November 2021  
International Advertising Association (IAA) ▪ Accra, Ghana

- Provided chuchotage and consecutive interpretation to Francophone delegates during symposiums and group meetings.

Part-time Junior Consultant ▪ from February 2018 to December 2018  
Endsight Consulting ▪ Washington DC

- Conducted 4 Qualtrics surveys on price, volume and production costs on the following target crops: maize, millet, sorghum, rice and cassava in the sub-Saharan region (Ghana) for the World Food Program (WFP) and Palladium on behalf of the British DfID (Department for International Development) within the West Africa Food Mapping Program (WAFMP).

Marketing Manager (part-time) ▪ from January 2018 to June 2018  
BarryTraum Group International (BT), Accra, Ghana

Responsible for Attraction & Audience Acquisition – 3A. Executive – for Francophone Attraction in Sub-Sahara Africa and the MALT nations.

- Provided marketing & sales solutions to Francophone communities.

Interpreter (freelance) ▪ from October 2017 to December 2017  
Virtual Linguistic Solutions, Accra, Ghana

- Provided consecutive interpretation from English to French during Good Governance Days in Africa (GGDA) organized by GIZ.

Office Manager (full-time employment) ▪ June 2017 – August 2017  
Infos d'Accra Limited, Accra, Ghana

- Performed clerical work, including office administration, organizing, planning, directing, coordinating and staffing.

Transcriber (freelance) ▪ October 2016 – December 2016  
Marwin Events Limited, Accra, Ghana

- Conducted proof-reading, transcription and translation from English to French during group meetings and symposiums organized by ECOWAS.

Administrative support (paid internship) ▪ October 2015 – December 2015  
CDC (French Deposits and Consignment Fund), Libreville, Gabon

- Hands-on-experience on accounts management, human resource management with focus on report-writing, recruitment and selection.

Escort interpreter (paid internship) ▪ July 2007 – October 2008

Fugro Airborne Survey, Libreville, Gabon

- Responsible for escort interpretation and liaison with foreign staff.

Skills and experience acquired: Autonomy and discipline. Hands-on experience in liaison and escort interpretation practices.

### **Extracurricular and Societies**

Nominated in 2007 President of Martin Luther King Jr. English club in LPIG (Lyceé Paul Indjendjet Goundjout), Senior High School, Libreville Gabon.

Tasks performed: Tutoring of the English language to Francophone students through workshops.

Achievements: Fund-raising, increased students' participation and engagement by 70% in the workshops.

Experience acquired: Leadership and ability to work within a team and also without supervision.

### **Skills**

- Spoken languages: Fluent in English and French (advanced level in speaking and writing).
- Analytical thinking, consecutive interpretation, creative writing, creative thinking, creative problem-solving, client service, critical thinking, escort interpretation, flexibility, initiative, internet and media skills, interpersonal awareness, leadership, proof-reading, public speaking, resilience, strategic thinking, strong work ethics, self-confidence, transcription, translation, thought leadership, teamwork.
- CAT Tools (SDL Trados Studio 2015, 2017, 2019 & MemoQ 2015, 9.1 & 2019)
- Efficient in language translation, interpretation, transcription, proof-reading and copywriting

### **Education**

Ghana Institute of Management and Public Administration (GIMPA)

2015 ▪ Bachelors of Science Honours

- Public Administration
- Management
- IELTS (International English Language Testing System), British Council Accra
- Certificate in Media Sciences, Goethe Institut Accra

**Reference:** Brenda Scandolera, Project Manager at Effectiff LLC, [Brenda.s@effectiff.com](mailto:Brenda.s@effectiff.com)