

CURRICULUM VITEA

NKONGHO CHANTAL ETAKA

| **Cameroonian**| **South West Region**| **18-07-1987**| **Single**| **Female**| **Yaoundé**
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PROFESSIONAL SUMMARY

I am service-oriented, hardworking, love to gain new knowledge and capable of adapting to any work environment. Working with a team helps bring out the best in me as it enables me to handle tasks with accuracy and efficiency. Other core competencies include: time management and excellent interpersonal and communication skills in Kenyang, Pidgin English, Creole, English, French, and French Sign Language. Being neat, hardworking and orderly is part of me.

SKILLS

- Time Management, excellent communication and interpersonal skills
- Soft wear proficiency; Microsoft Words, Excel, Power Point, shortcut, the Internet, Trados 2011, Passolo, Word fast, Adobe premiere and Multiterm
Competence in proof reading, revising, editing and final eye of articles, novels, books, dissertation, journals and script writing.
- A good project manager and team player, accuracy and attention to details
- Have strong administrative and organisational skills.
- Have great skills in creativity and have initiated many social and educational activities within the society and the church.

EXPERIENCE

**Ministry of Environment, Protection of Nature and Sustainable Development
(MINEPDED)**

August 2020

Senior Translator

- Translate documents from French-English and English - French

The SENATE Cameroon

13/11/2019 to July 2020

French-English Translator Consultant

- Translate current bills for the on-going Senate Sessions for the 2019 and 2020 legislative year from French to English

Volunteer Content Writer and Editor

- Provide contents issues affecting the philanthropic situation in Africa and Cameroon
- Work with other volunteers on addressing gender issues in the Continent

CAMER TRANSLATORS

08/2018

Freelance Translator and Editor

- Translate texts, documents and videos from French to English and English to French.
- Edit and proofread materials from different sources given to the company from clients.
- Act as a translation project manager for many projects that needs to be translated

Institute of American English Language (IAEL) Bastos Yaoundé 08/2017 to 05/ 2018
Media Personnel/Translator

- Take care of activities for the Media.
- Translate administrative texts and documents from French to English and vice versa.

Ministry of State Property, Surveys and Land Tenure (MINDCAF): 08/2016 to 10/2016

I work as a French-English Translator Intern

- I translated current text and documents on the domain of land tenure, cadastral and others from the Ministry of State Property, Surveys and Land Tenure.

SEMINARS/CONFERENCES:

- British Council Cameroon: Six weeks seminar on the effective use of English Language as a second and foreign language to francophone students in Cameroon, held in Yaoundé on February 2019
- Literal translation organised by **BAKWA Magazine** at the Muna Foundation on 26 October 2019 in Yaoundé-Cameroon
- **US Embassy Yaoundé:** YALE Talks on the Issue on volunteering and community leadership in Cameroon 18 June 2019.
- Eating the global cake in the translation industry held in Yaoundé, Cameroon on 22 October 2016 by **IAPTI**.

EDUCATION

Masters in Language Industries and Translation **2017**

Higher Institute of Translation, Interpretation and Communication (ISTIC) Yaoundé

Masters of Arts: in General, and Applied Linguistics **2013**

University of Yaoundé I

Bachelor of Arts: Applied Linguistics **2011**

University of Yaoundé

GCE Advance Level **2008**

Cameroon College of Arts and Science Kumba

GCE Ordinary Level **2006**

Government Bilingual High School Kumba

LANGUAGES

Kenyang (Mother Tongue), English (Advance), French (Advance) and French Sign Language (*Intermediate*)

HOBBIES: Singing, Reading, Writing, Cooking, Travelling and Adventurer.

REFERENCE

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