

CHENWIE EDWIN

Address

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Highlights

Self-disciplined	Time Management
Excellent Computer/IT Skills	Excellent in English and French
Typing 55 - 60 words per minute	Strong communication/interpersonal skills
Excellent "Multi-tasker" (Very flexible)	Ability to work with or without supervision
Word, Excel, PowerPoint, Publisher...	Computer Maintenance
Internet, Trados, Paint, Movie Maker...	
Translator/Interpreter	
Analytical/Mathematical aptitude	

Education/Training

Year	Institution	Diploma
2016	Amity University, India University of Yaoundé I Virtual University	Master's degree in Financial Management
2013	Advance Learning Interactive Systems Online (ALISON)	Diploma in Human Resources
2013	Barnard College -Columbia University Coursera Online Course	End of Course Statement of Accomplishment in Economics of Money and Banking Pt 1&2
2011	Online via United Nations Institute for Training and Research (UNITAR)	Innovative Collaboration for Development Using Web 2.0 and Social Media Tools
2010	University of Yaoundé II, Soa	Bachelor's Degree in Economics and Management, Specialty: Financial and Monetary Economics
2005	Government Bilingual High School, Etoug-Ebe	G.C.E Advance Level
2002	Government Bilingual Practising High School, Yaoundé	G.C.E Ordinary Level

Work Experience

dd/mm/yy	Position/Institution	Duties/Responsibilities
09/01/2008 - Present	Freelance Translator/Interpreter	Translation of documents (English-French, French-English) Proofreading/Correction Interpretation
04/01/2016 - Present	Freelance transcriptionist	General transcription in English and French Proofreading of transcribed documents against source audio files
08/01/2018 - Present	Invigilator at the British Council Yaoundé - Cameroon (Part time)	Invigilation of UK Examinations (IELTS, ACCA,...) to the standard required by the British Council Examinations Services Conducting candidate entry, exit, identity checks and Test Day Photography procedures according to exam requirements Enabling good customer flow by giving candidates clear direction and answering their enquiries Ensuring all material is accounted for and handed over securely to the supervisor
05/01/2015 - Present	Part time/Freelance satellite dish operator	Installation of satellite dishes Purchase of equipment Maintenance of satellite dishes and decoders Giving operating instructions to users
16/04/2014 – 19/07/2014	IT Assistant/Graphic Designer KINGDOM PROPERTY YAOUNDE - CAMEROON	Installation of office computer network for file sharing, access to internet and printer Maintenance of office computers and other office equipment Designing of company logos, business cards, flyers etc Purchase of office supplies
01/09/2013 - 15/11/2013	Research Assistant CENTRE FOR THE DEVELOPMENT OF BEST PRACTICES IN HEALTH YAOUNDE CENTRAL HOSPITAL YAOUNDE - CAMEROON	Assistance in carrying out a survey Assistance in administering questionnaires Reporting
10/10/2012 – 20/12/2012	Team Leader (Internship) NASMO SARL	Railway Maintenance Office Administration

dd/mm/yy	Position/Institution	Duties/Responsibilities
02/10/2006 – 28/06/2012	Private Home Tutor YAOUNDE - CAMEROON	Teaching Finance, Economics, Mathematics, Game theory, Physics, Chemistry, Biology to secondary and university students
01/05/2012 – 01/09/2012	Cyber Café Monitor B4U CYBER CAFÉ YAOUNDE - CAMEROON	Secretary Cashier Sale of internet airtime Computer maintenance Reporting
31/10/2011 – 02/12/2011	Temporary Administrative Assistant AMERICAN PEACE CORPS YAOUNDE - CAMEROON	Receptionist Recording of various sorts Filling purchase orders Locating and classifying files Reporting
01/17/2011 – 21/09/2011	Public Relations Officer GENDER AND HUMAN RIGHTS DEVELOPMENT ACTION (GHDA) YAOUNDE - CAMEROON	Event coordination and planning Sensitization of target groups on the field Reporting Event photographer Computer maintenance
08/09/2010 – 12/22/2010	Secretary/Receptionist/Marketer CAMEROON EDUCATION, TRAINING AND EMPOWERMENT ASSOCIATION (CAMEDTEA) YAOUNDE - CAMEROON	Computer maintenance Translation of documents (Eng <-> Fr) Assisting in the organization of workshops Advertising
11/01/2008 – 01/01/2009	Marketer	Promotion of Orange Cameroon services
11/01/2009 – 01/01/2010	ORANGE CAMEROON YAOUNDE - CAMEROON	Data collection on the field SIM Card configuration Proposal of marketing strategies to Orange

Workshops/Seminars

As a Facilitator	Theme	Venue
	Personal Finance	RCCG Youth and Single's Ministry 19-20/05/2012 YAOUNDE - CAMEROON
	Personal Finance	Cameroon Association for the Promotion of Cultural Activities 09/2011 DOUALA - CAMEROON

As a Facilitator	Theme	Venue
	Personal Finance	Grace Tabernacle Parish Youth Movement 09/2011 YAOUNDE - CAMEROON
	Youths: Surety for a better for a better Camroon tomorrow	Cameroon Association for the Promotion of Cultural Activities YAOUNDE - CAMEROON
	Purpose and Potential	Cameroon Association for the Promotion of Cultural Activities DOUALA - CAMEROON

As a Participant	Theme	Venue
	Training on Leadership, Improving employee productivity, Work ethics and Team building	Teach Consulting YAOUNDE - CAMEROON
	Training workshop for members of the Cameroon network of Human Rights Organizations (CNRHO)	National Commission for Human Rights and Freedoms of Cameroon 9 – 10/8/2011, Mansel Hotel YAOUNDE - CAMEROON
	Breaking The Silence On Violence Against Women	Gender and Human Rights Development Action (GHDA) YAOUNDE - CAMEROON
	Training on Project Writing	Noé Association YAOUNDE - CAMEROON
	Seminar on HIV/AIDS Awareness	Grace Tabernacle Parish YAOUNDE - CAMEROON