

# Kpade CODJO

Nationality: Togolese

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**TRANSLATOR-INTERPRETER (French-English / English- French) 7 years of experience / PROOFREADER / REVISER / ENGLISH TEACHER & TRAINER / BILINGUAL COMMUNICATOR**

## **EDUCATION / DEGREE**

- 2020 – 2021: **2<sup>nd</sup> Year Ph.D. Program, English**  
**Major**: American studies at the University of Lomé, Togo
- 2020: **Master's degree** with honors, **English**  
**Major**: American studies at the University of Lomé, Togo

Author of the Master's thesis written in English and defended with honors on December 16, 2020 at the University of Lomé: "**Identity Fluctuation in Danzy Senna's *Caucasia***", a book of 76 pages.

- 2013: **Bachelor's degree** with honors, **English**  
■ **Major**: American Literature and Civilization at the University of Lomé, Togo

## **TRAINING**

- **April 2014: Alumnus**, YALI West Africa Leadership Program in Accra
- **April 2014 to April 2015: Intern**  
Training course in **Translation & interpreting** and **administrative writing skills**  
Lomé, Togo

## **WORK EXPERIENCE**

- 📄 **May 2013 to date: Volunteer / Project Coordinator** at the International Non-Governmental Organization named Young Volunteers for the Environment (YVE) in Lomé, Togo

*The mission of the aforementioned NGO is to develop the leadership and eco-citizenship of young people for their involvement in promoting the sustainable development of communities. It is involved in several fields: environment, sustainable development, energy, climate, biodiversity, water and sanitation*

### **Duties and Responsibilities:**

- ✓ Translate and interpret during meetings and workshops for the participants in Lomé and upcountry;

- ✓ Coordinate a development project of improved stove in rural communities;
- ✓ Carry out other tasks and responsibilities as requested.

☐ **April 2014 to date: Translator-Interpreter / English and French Teacher / Proofreader, Reviser** at CFEL (Centre de Formations et d'Expertise Linguistique): Lomé; Togo

**Duties and Responsibilities:**

- ✓ Provide Translation services such as texts, documents, certificates, transcripts, diplomas, etc;
- ✓ Provide Translation-service assistance for two (2) registered Translators-Interpreters during over-activity period;
- ✓ Provide tutoring for students and specialized tutoring for grown-ups
- ✓ Proofread and revise texts, documents, etc

☐ **July 22, 2021 – October 22, 2021: Translator & Interpreter** at NSCT (Nouvelle Société Cotonnière du Togo): Lome, Togo.

**Duties and responsibilities:**

- ✓ Translated from English to French and vice versa for the staff of the company
- ✓ Interpreted from English to French and vice versa for the anglophone trainers and the staff of the company.

☐ **November 01, 2020 -- April 30, 2021: Translator and Interpreter / Administrative Director / Training Manager / English & French language Teaching Manager** at EMEA Manpower services & Partner Links: Lome, Togo.

**Duties and responsibilities:**

- ✓ Provided Translation and Interpretation services for partnership and contract signing; drafted weekly and monthly reports;
- ✓ Performed other administrative tasks and designed training programs;
- ✓ Taught English or French to students and professionals.

☐ **June 2018 -- January 2019: Country Coordinator** for the International Organization «Greenway»; international headquarters: Accra (Ghana)

**Duties and responsibilities:**

- ✓ Served as a liaison agent between the headquarters and the Togolese national members; drafted monthly reports;
- ✓ Coordinated reforestation and sensitizing activities of the said environmental organization in rural and urban areas such as schools, et al in Togo;

☐ **April 3, 2018 -- September 28, 2018: Program Assistant** at Peace Corps/Togo (Programming and Training Department), a U.S. governmental organization.

**Duties and Responsibilities:**

- ✓ Translated administrative, sensitive, and complex documents;
- ✓ Provided linguistic assistance for the American Volunteers (PCVs);

- ✓ Created a “parent folder” bearing the names of the sites and put them in the drawers;
- ✓ Transferred all the history files into padlocked-filing cabinets labelled according to the 5 regions of Togo;
- ✓ Arranged chronologically the files, with the most recent PCV’s file being toward the front of the “parent folder”;
- ✓ Created the small grant electronic file (Number allotted to the project, grantee/PCV on the project, title of the project, site/village and the implementation region of the project);
- ✓ Performed other secretarial and administrative tasks such as printing, typing, scanning, copying, etc for volunteers’ events such as: Pre-Service Training (PST), Close Of Service (COS), Mid Service Conference (MSC), as well as regular clerical work;
- ✓ Prepared the logistics for the PST, COS, MSC, et al;
- ✓ Recorded electronically data for the new Monitoring and Evaluation Specialist;
- ✓ Performed other duties as requested.

☐ **August -- November 2016: Assistant Translator** for a registered Translator, Lomé, Togo

**Performed tasks:**

- ✓ Translated medical and pharmaceutical documents from English to French (Number of pages translated per document from the beginning to the end: 158p, 241p, 51p, 120p, 8p, 59p, 10p)

☐ **May -- August 2015: Program and Project Coordinator** in Togo for a Ghanaian foundation named DIDI KEKE FOUNDATION located in Accra (Ghana) -Lomé, Togo  
*A socio-cultural and educational linguistic trip to Togo named EduTrip that aims to provide Ghanaian students with experiential and practical opportunities in speaking French.*

**Duties and responsibilities:**

- **Translation and interpretation services**
- ✓ Translated documents from French to English and vice versa;
- ✓ Interpreted from English to French for the Togolese executive and from French to English for the Ghanaian executive and students;
- **Logistic management**


☐ **8 July -- 8 August 2014: Intern/Assistant** to the three (3) coordinators of the different programs in the Development Department at the United States Embassy-Lomé; Togo

*As an intern, I worked chiefly in two Departments namely the Development Office department and the one of Budget and Finance.*

**Duties and responsibilities:**

- ✓ Translated and managed the selected community projects funded by the Embassy through the Ambassador’s Special Self-Help;

- ✓ Translated agenda for conferences and workshops, and sero-prevalence documents from English to French and vice versa;
- ✓ Provided interpreting services and linguistic assistance to the project beneficiaries during meetings;
- ✓ Engaged directly with project applicants and grantees in person and by telephone;
- ✓ Checked and analyzed community projects;
- ✓ Drafted letters for the selected beneficiaries;
- ✓ Prepared and assembled equipment for meetings and events;
- ✓ Checked documents and invoices to be sealed and signed;
- ✓ Managed the logistics during trainings;
- ✓ Performed other administrative duties or tasks as requested.

 **11 August -- 3 October 2014: Intern/Assistant** to the four (4) financial Managers in the Budget and Finance department at the United States Embassy-Lomé; Togo

### **Duties and responsibilities:**

- ✓ Translated invoices designation from French to English;
- ✓ Compiled monthly telephone, electricity, water and cellphone consumption;
- ✓ Checked and analyzed invoices and utilities to be sealed and signed;
- ✓ Prepared utility consumption analysis;
- ✓ Filed and recorded invoices and utilities;
- ✓ Performed other duties and tasks assigned.

## **LANGUAGE SKILLS**

- **French:** Advanced level in written and spoken
- **English:** Good command in written and spoken
- ❖ Frequently travel to Ghana for trainings, other professional motives, and excursions
- **Spanish:** Fluent (3 years in High School and 3 semesters at the University of Lome).

## **COMPUTER SKILLS**

Mastery of Word, Excel, and Powerpoint / Internet / Use of social networks

## **INTERESTS AND ACTIVITIES**

- **Memberships** (member of the English Club of the University of Lomé since 2010) -**Spokesperson** (2014-2017) and **President** (2017 – 2018) of the electoral commission of the **English Club** of the University of Lome, Togo

### ***My duties / responsibilities were to:***

- ✓ Organize annually elections to renew the executive board of the association;
- **Travel**
- **Reading**
- **Television (news)**
- **Sport** (football and jogging)
- **Radio (news)**
- **Volunteerism**

## **REFERENCES**

AVAILABLE UPON REQUEST