

CURRICULUM VITAE

PERSONAL INFORMATION

NAME: NDONGE CHEFOR

DATE AND PLACE OF BIRTH: 7/08/2001 AT MANKON Bamenda

SEX: FEMALE

REGION OF ORIGIN: NORTH WEST

NATIONALITY: CAMEROONIAN

MARITAL STATUS: SINGLE

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ACADEMIC CURSUS

YEAR	INSTITUTES	CERTIFICATE OBTAINED
2022-2023	UNIVERSITY OF YAOUNDÉ I NGOA EKELE	ONGOING MASTERS PROGRAM
2021-2022	UNIVERSITY OF YAOUNDE I NGOA EKELE	MAÎTRISE IN BILINGUAL STUDIES AND TRANSLATION
2018-2021	UNIVERSITY OF YAOUNDE I NGOA EKELE	BACHELLOR'S DEGREE IN BILINGUAL STUDIES AND TRANSLATION
2016-2018	GOVERNMENT BILINGUAL HIGH SCHOOL ETOUG-EBE YAOUNDE	GCE ADVANCED LEVEL CERTIFICATE
2010-2016	FRANKY COMPRÉHENSIVE HIGH SCHOOL	GCE ORDINARY LEVEL CERTIFICATE
2005-2010	PNEU SCHOOL YAOUNDÉ	FIRST SCHOOL LEAVING CERTIFICATE
2003-2005	NISSI BILINGUAL DAY CARE CENTER	ATTESTATION OF GRADUATION FROM NURSERY SCHOOL

Experience

2020 (June-July) Translation and Teaching

- ◆ I translated official documents **at NOCEA LINGUISTIC CENTER**
- ◆ I taught translation **at NOCEA LINGUISTIC CENTER**
- ◆ Assessing proficiency skills

2021 I translated contracts for a **Music firm, Stacks Industry Limited**

2022 (July-August) Translation and Teaching at EDDUCACIA Training

- ◆ I translated official documents and Examination questions **at EDDUCACIA TRAINING CENTER**
- ◆ I taught Translation **at EDDUCACIA TRAINING**
- ◆ Assessing English proficiency
- ◆ Teaching English to Francophones

2021-2023 Class Delegate Masters 1&2 Departement of Bilingual Studies

- Serve as a liaison between the administration and students
- Give out notes received from the lecturers to the students
- Enhance class control
- Ensure regular attendance

CAT TOOLS

- SDL Trados Studio 2022
- Wordfast
- Smartcat
- Matecat

KEY SKILLS AND COMPETENCES

- Strong communication
- Good moral and ethics
- Adaptability
- Work under pressure
- Team work
- Punctuality
- Honesty
- Trust worthy (work with zeal and dedication)
- Flexibility
- Leadership skills

LANGUAGE PROFICIENCY

- English Language – very good in written and spoken
- French Language – Good in written and spoken
- Indigenous Language – Ngemba- written and spoken
- Pidgin – spoken and written

ACCESORY KNOWLEDGE

- Knowledge in Translation and use of CAT Tools

- Knowledge in basic computer science
- Teaching
- Communication

HOBBIES:

- Reading
- Research
- Writing
- Travelling

REFERENCES

Mr GODFERD ANUTEMEH (677155481) DIRECTOR OF THE BORSTAL INSTITUTE - BUEA

Dr SOKENG STEPHANE (sokengstehane2000@gmail.com)

Mr PAUL USJ (69054400) Director at EDDUCACIA