



Curriculum vitae Europass



Personal information

First name(s) / Surname(s) **TACHA CHI COLINS BIENVENU**

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Nationality Cameroonian

Date of birth 29 September 1987

Age 31 years

Gender male

Trainings & qualifications skills

I have several years experience in performing various general administrative and management office tasks in line with human resource department support. I am able to work under pressure and capable to type fast (48 word per minute) with a mastery of new technology office tools such as MSDos, Word, Excell, Powerpoint, Publisher. I have good communication skills such as perfectly bilingual in both French and English language, couple with local language such as "Pigdine". As such have worked as an (Intend) administration with the permanent country secretary of the WFP/FAO, and as a translator with various United Nations agency and other NGOs for the past four years. Presently holding an position of responsibilities with an NGOs for human rights and humanitarian communication systems for the past six years till date with past success in projects and management coordination, in respect to stakeholders such as UN, Commonwealth, Government Institutions, CHOI, SLWG.

I am a freelancer translator (English – French-English) and working with various translation agencies such as the, United Nations agencies, UNV-Online initiative World Interpreting and Smart CAT, from which I learned the guidelines of an interpreter or translator.

I also have experience in humanitarian actions knowledge trainings and skills in emergency operations, assistance through human rights concept such as Gender, children and minority rights. I can draw up composite of humanitarian action plan, coordinate volunteer platform, work in teams, monitor operations and evaluate education, and health programs amongst other.

My main career goal is to work in Administrative Management or humanitarian area.

References®

Persons Name	Profession	Contact & Email
Mr. Ketu Persis Ketu	Director Manager -Ketu & Sons (Ltd)	ketupersis@live.fr : tel (+237)677912910
Mr. Ayemle Ivo	Administrator(Saudi Arabia Embassy)Cameroon	(+237)650023432
Dr. Njintung Caleb Tem	Military senior staff-Captain Doctor	(+237)222292482 /674001677
Dr Walters Samah	Political Affairs officer African Union mission in Somalia(AMISOM)	+252(0)6995-87099 Mogadishu +254(0)7053-12241 Nairobi

Date	November 2013
Title of qualification awarded	HND Diploma(Higher National Diploma)Equivalent Bachelor
Principal subjects/occupational skills	Management (General Administration & Operation).
Name and type of organization	Siantou University of Business and Technology Yaoundé.
Date	March 2019
Title of qualification certificate awarded	Certificate of continues accreditation
Principal subject and field studied	Understanding EU-Russian relationship:Foreign policy actors,institutions and policy making
Name of institution or organization	The University of TARTU of Political science in Russia
Date	August 2019
Title of qualification,certificate awarded	Certificate training accomplish
Principal subject and training field	International Security Sector Advisory Team (ISSAT)
Name of Institution/Organisation	Geneva Center For Security Sector Governance (DCAF)
Date	May 2019
Title of qualification certificate awarded	Certificate of accomplished training staff
Principal subject and field of studies	European Union Non-Proliferation of arms controle (Chemical,Biological,Nuclear) weapons speciality
Name of institution or organisation	The European Union & E U Non proliferation Consortum network & Goethe University of Frankfort
Date	September 2018
Title of Qualification awarded certificate	Unicef(United Nations children's Fund) training program(AGORA)
Principal subject and field work study	Strengthening Enabling Environment for Water, Sanitation and Hygiene(WASH)
Name and type of Organization support	UNICEF
Date	August 2018
Title of the qualification certificate awarded	European Union Short-term elections observer training & Safety and Security Election observer.
Name of the organization awarded cert	European Union (EU)
Date	Decembre 2017
Title of the qualification certificate awarded	National Adaptation Plan NAP-Ag in Agriculture
Name of the organization awarded cert	United Nation climate change Fund program in partnership with ,GIZ & UNDP
Date	August 2017
Title of qualification awarded	Training Certificate UNICEF program
Principal subjects/occupational skills covered	Integrating child rights in development cooperation
Name and type of organisation providing education and training	UNICEF training program for UN staff and humanitarian professionals
Date	September 2017
Intitulé du certificat ou diplôme délivré	Training Certificate UNICEF program
Principal subjects/occupational skills	"Prevention of Sexual Exploitation and Abuse PSEA"
Name and type of organisation providing education and training	UNICEF training program for UN staff and humanitarian professionals
Date	Decembre 2016
Title of qualification awarded	UN Women training center certificate
Principal subjects/occupational skills	"I Know Gender-Introduction to Gender equality to UN Staff" / "Gender-Peace-and Security"
Name and type of organisation providing education and training	UN-Women Training Center

Date	November 2016
Title of qualification awarded	UN Women training center certificate for UN-Staff
Principal subjects/occupational skills professionnelles couvertes	"Gender equality in Emergencies situation"
Name and type of organisation providing education and training	UN Women/ World Food Program WFP- training Center program
Date	August 2016
Title of qualification awarded	International Sea and Port Security Code ISPS
Principal subjects/occupational skills	International Sea Port Administrator
Name and type of organisation providing education and training	PELAGOS -France
Date	2016
Title of qualification awarded	Certiacte
Principal subjects/occupational skills	Different need for Women,Men,Boys and girls in emergencies
Name and type of organisation	Inter-Agency Standing Committee (IASC).
Date	November 2016
Title of qualification awarded	Certificate
Principal subjects/occupational skills	OSCE/ODIHR Elections Observer-Organization of the Security Council of Europe.
Name and type of organization Providing education and training	Organization of the Security Council of Europe (OSCE).
Date	December 2012
Title of qualification awarded	Certificate
Principal subjects/occupational skills	Introduction to minority rights,regional human rights mechanisms and human right advocacy
Name and type of organization Providing education and training	Minority Right Group International MRGI-United Kingdom UK.
Date	July 2012
Title of qualification awarded	Certificate
Principal subjects/occupational skills	"Conflict analyses"
Name and type of organization Providing education and training	United State Institute of Peace USIP-USA Online training course.
Date	Feb 2011-2012
Title of qualification awarded	Certificate
Principal subjects/occupational skills	Gender Peace and Security, (security council resolution SCR1325 in Africa)
Name and type of organization Providing education and training	Peace Operations Training Institute POTI –USA.

Work experience

Date	Since March 2014 to date
Occupation or position held	Translator and interpreter
Main activities and task	Translation, editing, post-editing and interpretation
Name and address of employer	UN online Volunteer, Translator Cafe, SmartCAT, World Interpreting.
Date	Since August 2012 to Present
Occupation or position held	Technical & Project Director of Growth Foundation

Main activities and task | Planing, coordinating and evaluating the various projects of the organization in line with the organization missions and objectives statues, in line with the head administrative staff that is the President of the organization.

Name and address of employer | **GROWTH FOUNDATION Cameroon:Yaoundé,Nylon Bastos**
 Type of business or sector | Humanitarian development and human rights activities.

Date | **June- August 2010**
 Occupation or position held | Human resource assistant(Intenship)
 Main activities and task | Facilited administrative procedure in the human resource department, follow up personels files, paid-slip, holiday files.etc.

Name and address of employer | **Permanent Secretariat of the World Food Program WFP/FAO** Nlongkak- Yaounde
 Type of business or sector | Public organisation

Personal skills and competences

Mother tongue | **English**

Other(s) language(s)

Self-assessment

European level (*)

French

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient User	C2	Proficient User	C1	Proficient User	C1	Proficient User	C2	Proficient User

(*) European refrence level ERL

Social skills and competences | Listening to others, concerned about the well-being of others, humanist. Work in a constantly innovative environment, to make profitable all my capacities and acquire new experiences and skills, Easy contact: Competences acquired in my religious, associative and professional activities

Organisational skills and competences | Dynamic, perfectionist, Sense of organization and excellent planner: Competences in the framework of my professional and daily householder activities.

Technical skills and competences | Capacity to diagnose any administrative problem and misunderstandings, and bring adapted solutions to the issues.

Computer skills and competences

- Microsoft Office (Word, Excel, Publisher, PowerPoint, Access), Acquired competence in the domain of mastering ICTs (Information and Communication Technologies)
- Programs: Adobe Photoshop, Trados, Wordfast Pro, Alchemy Catalyst Languatec, SDL translator, Adobe Acrobat, Final Cut Pro 7, Windows and Mac Oss : Competences acquired to improve my translation tasks

Artistic skills and competences | Association life style, Sport hoppers, Translation work, volunteers activities.



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