

**Divine ARREY**  
**Translator (French to English) and Project Manager**

**ADDRESS:**

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**BACKGROUND:**

- Professional Translator (French into English) with nine years of experience, specialized in legal, financial, technical, and other translation types.
  - Translation Project Manager with six years of experience.
  - Certified Translator: Ordre des traducteurs terminologues et interprètes agréés du Québec (OTTIAQ)
  - Certified Translation Contractor with the World Intellectual Property Organization (WIPO)
  - proofreading
  - Transcription
  - Terminology research
  - Mastery of the following software:
    - Translation: *SDL Trados Studio (2021), Wordfast Pro, and MemoQ.*
    - Transcription: *VIQ and RCP, VoxSigma, Audacity, and Jet Audio Player.*
    - Word processing: *MS Office 365, Adobe Acrobat XI, Antidote, Grammarly, Inpaint, etc.*
    - Online resources.
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**EXPERIENCE:**

**Freelance Self-revised Translator (French to English)** **January 2023 to present**  
African Court on Human and Peoples' Rights. Arusha, Tanzania

- Translation of documents relating to hearings, reports, etc.

**Freelance Translator-Proofreader (DTP) (French to English):** **2016 to 2023**  
Day Translation Inc. New York, U.S.A.

- Translation of legal, financial, and technical texts, diplomas, etc., from French into English.
- Translation revision (French to English).

**Customer Service Assistant & Translation Consultant & (Remote)**  
**Powerhouse Retail Services, Mississauga, On.** **March 2021 to March 2023**

- I helped ensure proper communication between non-English customers and Powerhouse.
- Handled customer inquiries and/or complaints, making sure they obtained satisfaction.

**Translator-Interpreter (French to English):**  
Lake Chad Basin Commission (LCBC)

**September 2021 to January 2023**

- Translation of documents for fora, conferences, workshops, etc., organized by the Commission with its partners such as the World Bank, UNDP, the African Union, etc., and interpretation at these events.

**Certified Translation Contractor (French to English):**  
World Intellectual Property Organization, Geneva, Switzerland.

**May 2017 to May 2022**

- Translation of patent-related documentation

**Translation Project Manager:**  
Futures Link 1 (Project Management, Translation and consultancy on studies abroad), Douala, Cameroon:

**March 2015 to June 2021**

- Link between clients and the company:
  - Receive requests for quotes,
  - Review files
  - Negotiate rates and deadlines
  - Payment
  - Delivery
  - Follow-up on feedback
- Project coordination:
  - Select translator(s)
  - Assign task(s)
  - Maintain open communication
  - Receive translations and review
  - Delivery
  - Feedback

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### **PROFESSIONAL ASSOCIATIONS:**

Member: Ordre des traducteurs terminologues et interprètes agréés du Québec (OTTIAQ)

Member: "the American Translation and Interpreting Studies Association (ATISA) 2017"

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### **EDUCATION and CERTIFICATES:**

**Certificate in Translation Project Management** **2023**

- The Translation Academy

**Master of Arts in Translation** **2013**

- Advanced School of Translators and Interpreters (ASTI), Buea, Cameroon

**Bachelor of Arts (English and French combined Honors)** **2008**

- University of Buea, Buea, Cameroon
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### **REFERENCES**

Available upon request.