

## Winnie ENGOLA

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### ENGLISH TO FRENCH TRANSLATOR

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#### **Profile**

Experienced English-to-French Translator with a Master's Degree in Translation and over 12 years of professional experience. Specialized in supporting humanitarian organizations—including Jhpiego, NaTakallam, Sightsavers, Immigrants at Large, and the African Canadian Association of Ottawa—as well as technical institutions such as the Cameroon Civil Aviation Authority (CCAA). Adept at delivering clear, culturally appropriate, and impactful translations that enhance communication and brand messaging. Fluent in English with native-level command of French.

#### **Key Achievements**

- Translated approximately 65% of impactful project content for Sightsavers, contributing to successful implementation in the North-West and South-West regions of Cameroon.
- Facilitated communication during high-level conferences organized by NaTakallam, including the prestigious “Women Deliver” Conference, supporting multilingual dialogue and inclusivity.
- Spearheaded the Translation Unit of a 1000+ staff company, saving the Cameroon Civil Aviation Authority approximately \$70,000 annually by eliminating outsourced translation services through effective management and the implementation of a streamlined process.
- Established the first-ever Commission for the Promotion of Bilingualism and Multiculturalism within the Cameroon Civil Aviation Authority (CCAA), enhancing cultural unity and personnel engagement while addressing the need for a corporate glossary for consistent language usage.

#### **Industry Experience**

Humanitarian, Government, Nonprofits, International Organizations, Language Services, Aviation, Trade, Legal, Human Rights, Diplomacy, Finance, Health, Marketing and Media.

#### **Translation Experience**

- Translated technical texts from English to French, including air navigation checklists, audit inspection plans, operational authorizations, and aircraft certification templates
- Improved company's efficiency by 80% through the translation of 75% of technical documents (user manuals, protocols, circulars, guidelines, etc.) promoting better language art
- Achieved a 98% satisfaction score from translation unit users across multiple departments, thanks to my focus on clarity and adaptability in communication
- Uploaded 50+ translated versions of technical, legal, financial, and administrative documents to the company's internal database
- Provided annual comprehensive reports on translation unit performance to enhance company translation policies.

#### **Quality Control and Assurance Experience**

- Completed corporate quality control and assurance training and ensured compliance with company style guides
- Developed a standardized procedure for handling translation requests, now part of the company's internal database, showing my capability as an organized researcher and converter of specific requests into actionable items
- Attended bi-weekly technical meetings to maintain up-to-date terminology knowledge and improve translation accuracy for quality control
- Contributed to expanding the company's terminology database for improved translation consistency

## **Tools and Resources**

- Technical mastery of Computer Assisted (CAT) and editing tools such as: SDL Trados, Wordfast, Smartcart, Canva, Antidote, Grammarly.

## **Languages**

Fluent in English and French.

## **Soft Skills**

- Excellent written and oral communication      Adaptability
- Attention to detail      Discretion and confidentiality
- Critical Thinking      Team player
- Work under pressure      Decision making
- Organization      Result-oriented

## **Employment History**

<b>Freelance Translator   African Canadian Association of Ottawa   Canada</b>	<b>2025</b>
<b>Freelance English to French Translator   Natakallam  USA (remote)</b>	<b>2023-present</b>
<b>Freelance English to French translator   Sightsavers  Cameroon</b>	<b>2014-2016</b>
<b>Freelance Interpreter  Jhpiego  USA (remote)</b>	<b>2024-present</b>
<b>Senior English to French translator   Cameroon Civil Aviation Authority   Cameroon</b>	<b>2019-2024</b>

## **Volunteering**

Translator/MC

<b>Immigrants at Large  Canada, Ottawa</b>	<b>2025</b>
<ul style="list-style-type: none"><li>• <i>Translate working materials, including newsletters, correspondence, reports, proposals, etc.</i></li><li>• <i>Emceeding during events</i></li></ul>	

Translator-Interpreter/event coordination

<b>Archdiocese of Ottawa-Cornwall  Canada, Ottawa</b>	<b>2025</b>
<ul style="list-style-type: none"><li>• <i>Provide translation and editing services</i></li><li>• <i>Provide consecutive interpretation during meetings, events, etc.</i></li><li>• <i>Facilitate event coordination</i></li></ul>	

## **Education**

<b>Master's Degree in Translation  Advanced School of Translators and Interpreters   Cameroon</b>	<b>2011-2013</b>
<i>(WES Reference number: 6826935/HM)</i>	

## **Professional Development**

- *Writing in plain language course) | uOttawa | Canada* **2025**
- *Mastering effective workplace communication CLB 6/7 | World Skills | Canada* **2025**
- *ILSAT Certification* **2025**
- *Job Search strategies | World Skills | Canada* **2024**
- *Working in Canada | World Skills | Canada* **2024**
- *Working with others | World Skills | Canada* **2024**

## **Honors & Recognitions**

<b>Letter of appreciation by the Director General  Cameroon Civil Aviation Authority   Cameroon</b>	<b>2023</b>
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## **Professional objective**

Aspiring to become a certified member of the **Association of Translators and Interpreters of Ontario (ATIO)**