CURRICULUM VITAE

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| Jean-Édouard ETOKE      Cameroonian  P. O. Box 3584 Douala  Tel. (237) 99-96-97-24/ (237) 33-12-98-94  Fax : (237) 342-91-44  E-mail : jeannot\_etoke@Yahoo.fr |

# PREVIEW

I am an International Consultant,French mother-tonguer **Expert in Business Development and in Market analysis and Research ,** fully fledged Bilingual (French-English), specialising in Technical Translation of business and training materials (between English and French) and in Managerial and Commercial Capacity Building aimed at developing the international competitiveness of SMEs. I graduated from State Universities of Cameroon and I am a holder of the Cambridge University Certificate of Proficiency in English (Level 5). Furthermore, I am holder of various Empowerment Certificates delivered by the International Trade Centre ITC UNCTAD/WTO in Geneva, Trade Facilitation Office Canada, the International Finance Corporation (IFC) as a result of either participating in, and/or organizing International Training Workshops implementing the ITC-EMDS Competitiveness Software Tools-Pack and Business Edge Management Training materials, amongst others. I am interested in building on a substantial experience gained after the translation work carried out on Business Training and Project development materials for implementation in both English speaking countries and francophone countries throughout the African continent, to offer fast and accurate English-French translation services.

### AREAS OF COMPETENCE

* English into French Technical Translations, Computer Assisted Translation Tools available: Trados®, Antconc®, Antidote®, Systrans®, Termium®…
* International Trade
* Business Counselling relating to International Competitiveness
* Assessment of Capacity building related training programmes
* Public Relations
* Enterprise Diagnostics (Management Readiness, Export Readiness, impact of ICTs on business, identification of company’s training and counselling requirements), software-packages: NEEDSME®,AUDITSME®,SNAPSHOT®,COMPASS®
* Development/Improvement of Management, Production and Marketing capabilities (Communication and Distribution)
* Business strategy design (Definition, implementation and verification of the strategy), software: PLANSME®
* Development of export skills (getting the order, fulfilling the order and getting paid), software: EXPORTSME®
* Development of e-commerce skills (prompting customers ,knowing competitors, designing promotion and buying through the Internet), software: E-SME®
* Developing training and counselling capabilities, software: DEMANDSME®

# PROFESSIONAL EXPERIENCE

## Since 2003: International Consultant:

## (English –French) Translations services

## Business Development Expert

## Market Analysis and Research Expert

## Business Management and Trade Training Development and Delivery for International Competitiveness

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| Assignments  Title | | **Responsibilities and duties** | | **Employer** | | | | **Dates** | | |
| Monitoring and Evaluation on Business Edge Training Programme for **SMEs** | | Assessment of 11 Business Training professionals for certification  Impact assessment of 160 SMEs beneficiaries of miscellaneous modules of the Business Edge Management Training programme | | IFC (World Bank Group) Regional office for central Africa in Douala.  Contact: Ferdinand  Ngobounang  Associate Programme Coordinator  Tel: +23733428033  Cell +23779537697  **Douala, Cameroon** | | | | **Since January 2012** | | |
| Central African Regional Focal Point Coordinator based in ECCAS Headquarters in Libreville, **Gabon**, for EU funded AAACP programme | | Coordination of activities related to the validation and implementation of the "Strategy to develop cotton to textile value chain in Central African countries.  Liaising with the five executing execution agencies of the AAACP programme including The World Bank, UNCTAD, Common Funds for Commodities (CFC), FAO, ITC Unctad/Wto  Participation to International Technical support related seminars and workshops promoting African Cotton and other Commodities Production and Marketing in:  Douala, **Cameroon** (22-24 June 2011)  Cotonou, **Benin** (28- 30 June 2011)  Nairobi, **Kenya** (19-22 September 2011)  Dakar, **Senegal** (28-30 September 2011)  Beijing and Shanghai, **China** (12-21 October 2011)  Bamako, **Mali** (28 November-02 December 2011)  Yaoundé, **Cameroon** (6-7 December 2011) | | International Trade Centre UNCTAD/WTO (ITC)  Contact person :Mr **Eric Buchot**  **Geneva, Switzerland**  Tel:+ 41 22 730 08 24 | | | | **May-December 2011** | | |
| Preparation and delivery of 3 E-commerce training sessions in Buea (south-west region), Douala (Coastal Region), and Yaoundé(Centre Region) to 50 Cameroonian business women | | Sensitization, contacts and invitation of business women to the training  Preparation of training materials and of logistics arrangements  Upgrading of computing skills of participants and lecture on E-commerce basics followed by an extensive Q&A session  Compilation of the training report | | **AMSCO-GOWE Programme**  **Contact: Yvonne Angouand M. — GOWE programme coordinator**  **Tel : +237 94011288** | | | | **March –April 2011** | | |
| Internship with the United Nations Office in Geneva (UNOG) | | Implementation of the LDP programme for local actors conducted by CIFAL Centres in French and English  Supporting the development and conduct of e-learning courses in French and English speaking African countries,  mobilizing potential participants and interested institutions for sponsorhip  Supporting expansion of the CIFAL Network in sub-saharan Africa, particularly in Central Africa.  Access to basic services for all and needs assessment for potential pilot projects | | United Nations Institute for Training and Research  (UNITAR)  Local Development Programme ( LDP )  **Contact person:**  Mrs Leontine Kanziemo  Geneva, Switzerland  Tel: + 41 22 917 8727  leontine.kanziemo@unitar.org | | | | July-Oct 2010 | | |
| International Consultant- Business related Technical Translations Services into French language | | Translation into French for implementation in 5 French speaking African countries (Burkina-Faso, Cameroon, Mali, Senegal and Tunisia) of written materials of the programme “Access to International Trade for African Business women II”, executed by ITC unctad/wto including :   * Training materials (33 course modules + PowerPoint presentations) * Approx. **400 000 words** | | International Trade Centre UNCTAD/WTO (ITC)  Contact person :Mr **Christian Planchette**  **Geneva, Switzerland**  Tel:+ 41 22 730 03 67  [planchette@intracen.](mailto:planchette@intracen.)org | | | | Dec 2009-Jul 2010 | | |
| International Consultant- Market Analysis and Research specialist | | Identifying and conducting interviews with a dozen of Exporters and resource persons operating in the Wood (HS 44) and Cocoa (HS 18) industries in Douala, Cameroon.  Drafting the overview and context sections of the Report on PACT 2 ECCAS Market Analysis and Sector prioritization | | International Trade Centre UNCTAD/WTO (ITC)  Contact person :Mr **Eric Buchot**  [buchot@intracen.org](mailto:buchot@intracen.org)  **Geneva, Switzerland** | | | | Sept-Nov 2009 | | |
| International Consultant- Business related Technical Translations Services into French language | | Translation into French of all the Training materials Instructions  Consecutive Interpretation during the Hands-on training session delivered to a second batch of BICEC and SGBC banks staff members on Banks Entry Template software in Douala, Cameroon | | IFC sub-regional office for central Africa in Douala.  Contact: Laure Yossa Program Coordinator Growth Oriented Women Enterprises (GOWE) Programme. An African Development Bank (AfDB)/IFC Programme Tel +237 33428033  Cell +237 77527192  **Douala, Cameroon** | | | | Jan 2009 | | |
| International Consultant- Business related Technical Translations Services into French language | | Translation into French of miscellaneous contractual and legal materials including:   * Conditions for IFC Equity commitment in Burkina Faso * IFC cooperation agreement * Specimen Grant Agreement | | IFC Regional office for Sub-Saharan Africa in Johannesburg, South Africa.  Contact:  **Eliane Charlotte** **Ngnasoke Koko**  IFC Sub-Saharan Africa - Legal Team  14, Fricker Road, Illovo, 2196  Johannesburg, South Africa  Tel: +27 11 731 3163 Fax: +27 11 268 0074 Cell: +27 83 288 6284  Email: [ENgnasokekoko@ifc.org](http://fr.mc279.mail.yahoo.com/mc/compose?to=ENgnasokekoko@ifc.org) Web: [www.ifc.org](http://www.ifc.org/) | | | | Nov 2008 | | |
| International Consultant-Business Management Development Expert,  Business related Technical Translations Services into French language | Translation of Critical technical and commercial and contractual materials of HUAWEI mobile telecommunications networks hardware manufacturing company, including:   * TW1627:Corporate Sourcing contract between HUAWEI and France Télécom (French to English) * TW1635: Software messages strings (Eng to French) * TW1638:Web pages and strings related to GPS (Eng to French) * TW1698 8 HUAWEI UMG 8900 Troubleshooting Manual (Eng to French) * TW1698 12 HUAWEI UMG 8900 Operator and Subscriber Management Manual (Eng to French) * TW1705- Summary of the G8 Marketing activities of the mobile broadband device, and mobile action (English to French) * TW1707: OTE201191 SYNLOCK hardware description (English to French) * TW1733 Function parameters (Eng to French) * TW1814 Telecommunication software messages strings (Eng to French) * TW1827 Miscellaneous devices user guides and software description including Eudemon firewall system, Quidway Cx 600 etc. (Eng to French) * TW1843 HUAWEI MA 5200G product Description (Eng to French) * TW1891 Help files (Eng to French)   200 000+ words to date | | | | New Fantex Technology  76 Song Jiang Road, 4F-1  Taipei 104, Taiwan  Contact: Jeff Lee  Email: [jeff\_lee@nu-fantex.com](http://fr.mc279.mail.yahoo.com/mc/compose?to=jeff_lee@nu-fantex.com) | | | | Since June 2008 |
| International Consultant-Business Management Development Expert,  Business related Technical Translations Services into French language | | Heading a team of six senior level Management Consultants from Chad,:  Reviewing, proofreading of first draft translation from English into French and adaptation to OHADA and CEMAC standards of 7 Business Training modules, part of the Business Edge training materials developed by IFC-PEP Africa:  Human Resources Management  Marketing Management  Finance and Auditing  Understanding Quality  Achieving Quality  Auditing Quality  Controlling Physical Resources  (Each module comprising Activity Book and handouts for participants, Handbook and PowerPoint presentation slides for Trainers etc.)  Approx. 360 000 Words | IFC country office in Chad  Contact:  Mr **Tite** **Demba Kodnodji**  Associate Operations Officer  IFC PEP Africa - Chad  Avenue Charles de Gaulle et Avenue du Commandant Lamy  Quartier Bololo, N'Djamena  P.O. Box 146  Tel: +235 252-3360 Fax: +235 252-4484 Cell: +235 628-3878  Email: [TDembakodnodji@ifc.org](http://fr.mc279.mail.yahoo.com/mc/compose?to=TDembakodnodji@ifc.org) Web: [www.ifc.org](http://www.ifc.org)   *IFC is a member of the World Bank Group* | | | | April-May 2008 | | | |
| International Consultant- Business related Technical Translations Services into French language | | Development of a standard French style Guide for Translations into French  Translation from English into French  Review of first draft translations from English into French  in connection with Administrative materials and News articles of The U.S based Institute of Internal Audit (IIA)  Approx. 15000 words | Contextual Communication Inc.,a Division of Carmazzi company  1130 S. Powerline Rd., Suite: 105, Deerfield Beach, FL 33442-8173,USA  Tel: 954.427.3115 Fax: 954.427.3417  Contact : Maria Arpilleda  marpilleda@carmazzi.com  www.contextualinc.com | | | | Feb-March 2008 | | | |
| International Consultant- Business related Technical Translations Services into French language | | Translation of Portfolio Management and Impact Tracking System (PMTS) software into French  Translation into French of PMTS User Guide  Translation into French of MS-ACCESS Bank Entry Template and User Guide  Translation into French of all the Training materials Instructions  Consecutive Interpretation during the training session delivered to BICEC and SGBC banks staff members on PMTS in Douala, Cameroon  approx.40.000 words | IFC country office in Kenya.  Contact: Mary Njoroge, Program Manager Growth Oriented Women Enterprises (GOWE) Programme An African Development Bank (AfDB)/IFC Programme Tel 254 20 280 5000 Cell 254 724 255 966  **Nairobi, Kenya** | | | | Jan 2008 | | | |
| International Consultant- Business related Technical Translations Services into French language | | Translation into French of part of the U.S based Institute of Internal Auditors (IIA) Website content and miscellaneous related Business materials :approx. 20 000 words | | | Contextual Communications, a division of Carmazzi, Inc. Language Solutions for Business Communications Contact: Mrs **Maria Arpilleda** ,Translation Project Manager marpilleda@contextualinc.com and marpilleda@carmazzi.com  Voice: +1.888.452.6543  **Deerfield Beach, FL 3342, USA** | | Nov-Dec 2007 | | | |
| Freelance Translator | | Translation into French of UN financial materials  Approx. 10 000 words | | | Strategic Agenda  Contact Person: Maria Janum  e-mail: [maria@strategicagenda.com](mailto:maria@strategicagenda.com)  **London, U.K** | Jan 2007 | | | | |
| International Consultant- Business related Technical Translations Services into French language | | Translation into French of part of the Website content for the Canadian Bureau for International Education (CBIE) in relation to the CETAA Project:approx. 40 000 words | | | Canadian Bureau for International Education (CBIE)  Contact person : Mrs **Valeria Iannitti**:  [viannitti@cbie.ca](http://fr.f279.mail.yahoo.com/ym/Compose?To=viannitti@cbie.ca&YY=37849&order=down&sort=date&pos=1&view=a&head=b)  **Ottawa,Canada** | | July-October 2006 | | | |
| International Consultant- Business related Technical Translations services into French language | | Translation into French of the content of Trade Facilitation Office Canada’s Website:Approx.60 000 words | | | TRADE FACILITATION OFFICE CANADA (TFOC)  **Ottawa, Canada**  Contact person : Mr **Philip Kelly,** pkelly@tfoc.ca | | April-May 2006 | | | |
| International Consultant in Trade Training Development for International competitiveness | | As one of 3 consultant-trainers team members I am in charge of delivering 7 out of 22 course modules in Exports to Cameroonian female entrepreneurs in the framework of the programme ” Accès au Commerce International pour les Femmes d’affaires Africaines”. | | | PROGRAMME ACCES-CAMEROUN  Contact person : **Mr ABEGA Martin**, [martinabega@legicam.org](http://fr.f279.mail.yahoo.com/ym/Compose?To=martinabega@legicam.org)  Secrétaire Exécutif du Groupement Interpatronal du Cameroun (GICAM)  **Douala, Cameroun** | | On going (As from 24th April 2006) | | | |
| International Consultant- Business related Technical Translations into French language services | | I was outsourced the translation into French of Toolkits 3 and 5 of training materials developed within the Geneva based ITC Unctad/Wto in the framework of an **Export Led Poverty Reduction Programme (**EPRP)  Approx. 33 000 words | | | INTELLIGENCES MPG CONSULTING  Contact person:  **Mr Michel P. GIMMIG** [gimmig@intelligences.com](mailto:gimmig@intelligences.com)  **Montréal, Canada** | | Dec2005 | | | |
| International Consultant -Business related Technical Translations into French language services | | Translation into French for implementation in 5 French speaking African countries (Burkina-Faso, Cameroon, Mali, Senegal and Tunisia) of written materials of the programme “Access to International Trade for African Business women”, jointly executed by TFOC and ITC unctad/wto including :   * Training materials (22 course modules + PowerPoint presentations +Trainer Guide+ Mentor Guide) * Website interface and content * Approx. **150 000 words** | | | TRADE FACILITATION OFFICE CANADA (TFOC )  **Ottawa,Canada**  Contact persons: Mr **Brian Mitchell,** [brian.mitchell@tfoc.ca](mailto:brian.mitchell@tfoc.ca)  Executive Director | | May 2005-Jan 2006 | | | |
| International Consultant  Business related Technical Translations into French language services | | Translation in French of some software products of the competitiveness Tools-Pack developed by ITC-EMDS, (NEEDSME,PLANSME I & II,ACTIVITIES AND TASKS DESCRIPTION) | International Trade Centre UNCTAD/WTO (ITC)  Contact person :Mr **Christian Planchette**  **Geneva, Switzerland** | | | | Aug -Dec 2004 | | | |

## 2000 to 2003: Cabinet d’Assistance A la Gestion Informatique et des Services (CAGIS) in Douala,Cameroon.

Senior Training Officer

**1993-1999 :Institut Supérieur d’Informatique Hardware-Software (ISIS) in Douala Cameroon**

Lecturer in Management and Data base Management Systems

# QUALIFICATIONS/TRAINING SESSIONS/SEMINARS

**December 2009** **Admission to Division II of the Advanced School of Translation and**

**Interpretation (ASTI) of the University of Buéa, Cameroon.**

**November 2009** **Certificate of Expert in Market Analysis and Research** Delivered by ITC Unctad/Wto in Geneva, Switzerland

**October 2009** **Certificate of Business Edge Management Training Assessor**

Delivered by IFC-PEP Africa in Douala, Cameroon

**July 2008 Certificate of Business Edge Management Trainer**

Delivered by IFC-PEP Africa in Douala, Cameroon

**January 2007 Certificate of Business Development Expert**

Delivered by ITC Unctad/Wto in Geneva, Switzerland

**06-14 February 2006** Under the authority of the Trade Ministry of Senegal, Trade Facilitation Office Canada **(TFOC)** and **ITC Unctad/Wto** of Geneva.

Participation in Saly, Senegal to the regional Training of Trainers Workshop in preparation for the implementation in 5 French speaking African countries (Burkina- Faso, Cameroon, Mali, Senegal and Tunisia viz.) of the Programme "Accès au Commerce International pour les Femmes d'Affaires Africaines».

Graduation to **the ACCESS Programme Certificate of International Trade Trainer**

**28Nov-01st Dec 2005** African Institute for Capacity Development (AICAD) Nairobi, Kenya

Participation to the Seminar “Bridging The Use Divide” organised by the international network partners to the programme E-Tradebridge of ITC UNCTAD/WTO in Geneva

**Certificate of Business Development Advisor**

**19-30 June 2005** Centre for Business International Services **(C.I.B.D.S),** University of Dar es Salaam, Tanzania.

Member of a team of 4 International Consultants in charge of training 28 Trainers from South Africa, Ethiopia, Ghana, Tanzania and Uganda to the program Access! For African Businesswoman in International Trade

**24-27 January 2005** Foreign International Trade Centre (FITC), Cairo, Egypt

Participation to the International Round Table of the Modular Learning System (MLS) in International Purchase and Supply Chain Management at the invitation of the IPSCM section of ITC UNCTAC/WTO in Geneva

**09-10 December 2004** Participation in Douala at the Chamber of Commerce, Industry, Mines and Handicrafts of Cameroon with the financial assistance of the International Trade Centre – Geneva, to a seminar.

**Programme**: “Training for Decision makers” Seminar Workshop

* Developing the National Strategy in e-commerce
* Development strategy of the use of e-commerce
* Business strategy (supplying, promotion…)

**08 – 09 December 2004** Participation in Douala at the Chamber of Commerce, Industry, Mines and Handicrafts of Cameroon with the financial assistance of the International Trade Centre – Geneva to a workshop-seminar .

**Programme:** “E-tradebridge for SMEs”, Seminar workshop

* SMEs: Definition and profile
* Support and development network of human ressources
* Political, legal and regulatory matters
* Technology/technolagy infrastructure

**03-07 May 2004** Headquarters of the ITC UNCTAD/WTO in Geneva, Switzerland

***E-Assesor’s Training Workshop***

**Programme:** The use and implementation of the following software tools

* PLANSME, NEEDSME, AUDITSME, EXPORTSME, E-SME, DEMANDSME

**E-Assessor’s Training Certificate**

**26-30 April 2004** Headquarters of the ITC UNCTAD/WTO in Geneva, Switzerland

***E-Tradebridge Global Network Meeting :*** Setting-up of the international network of partners of ITC UNCTAD/WTO in the framework of E-Tradebridge Programme.

**07- 2003 – 05- 2004** At ASAFE, Douala, under the authority of the **I**nternational **T**rade **C**entre (**ITC**) Unctad/Wto – Geneva

**Certificate of Business Development Associate**

* **Programme:** “Improving the competitiveness of SMEs managed by businesswomen in Cameroon through the use of ICTs” organised in Douala (July - October 2003) and in Yaounde (May 2004), Cameroon.

**July 1999** British Council, Yaoundé - University of Cambridge (UK)

**Certificate of Proficiency in English**-CPE (Cambridge Level 5)

**July 1997** Linguistic Centre of the Presidency of the Republic of Cameroon

**Bilingual Training Certificate (English-French)**

**1996 – 1999** University of Douala

Ecole Supérieure des Sciences Economiques et Commerciales (ESSEC)– Graduate School of Management and Economics

**Post graduate studies in the Management of Information Systems and Decision Support systems**

1992 : ISIS Institute

**Certificate of Computer Programmer-Analyst**

1984 –1988 University of Yaoundé

**Bachelor’s Degree in Economics,** Specialisation Option: Business economics.

# Miscellaneous

##### Associations:

##### - Platinum Member of Proz.com, World largest directory of translators and interpreters

##### Personal Profile URL: http://www.proz.com/profile/578108.

##### 

- Chairman of **C**entre de **D**éveloppement **I**nternational des **Af**faires (**CEDIAF**), Central African Regional Hub of the programme E-Tradebridge of ITC-EMDS. Founding member (April 2004)

**Knowledge in Computing**

Word Processing(**MS-WORD**), spreadsheet (**MS**-**EXCEL**), **MS**-**PowerPoint** presentations, Internet explorer

**Sage Saari** (Payroll computation program)

**SPSS** (Statistical Package For Social Sciences)

**NeedSME , ExportSME,** **eSME,** **AuditSME,** **PlanSME** , **DemandSME**

**Languages:**

- Duala, French, English.

- German: (notions).

###### Leisure Interests:

###### Readings: economic and scientific news

Scrabble

Table Tennis

Travels

# REFEREES

* **Mr. Brian Mitchell**

Executive Director, **Trade Facilitation Office Canada**

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Tel: +1 613 233-3925

Fax:+ 1 613 233-7860

Ottawa,Ontario

K1 P 5A9,Canada

Email**:** [**brianmitchell@tfoc.ca**](mailto:brianmitchell@tfoc.ca)

* **Mr. Christian PLANCHETTE**

Senior Trade Training Officer /International Trade Centre UNCTAD/WTO (ITC) – Geneva

Enterprise Management Development Section (EMDS)

Tel. +41 22 730 03 67 / Fax +41 22 730 05 76

E-mail:[**planchette@intracen.org**](mailto:planchette@intracen.org)

* **Mr Tite Demba Kodnodji**Associate Operations Officer   
  IFC PEP Africa - Chad   
  Avenue Charles de Gaulle et Avenue du Commandant Lamy   
  Quartier Bololo, N'Djamena   
  P.O. Box 146   
  Tel: +237 94 18 79 80/+237 33 42 80 33 Fax: +237 33 42 80 14 Cell: +237 74437656  
  Email: [**TDembakodnodji@ifc.org**](mailto:TDembakodnodji@ifc.org%20)