

# CURRICULUM VITAE

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## LUKE SAANYUGR LIEBZIE

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EMAIL: [lielucons@gmail.com](mailto:lielucons@gmail.com)  
AGE: 33 YEARS

### AREAS OF SPECIALIZATION:

Teaching, Translation, Editing, Interpretation, Office Administration, Research, Advocacy and Counselling

### PERSONAL QUALITIES:

Assiduous, trustworthy, full of initiative, efficient, prudent, eloquent and productive.

### EDUCATION:

- 2012 – 2013 **Master of Arts Degree in Translation (French-English)** – University of Ghana, Legon
- 2006 – 2011 **Bachelor of Arts Degree in Psychology and French (First Class Honours)** – University of Ghana, Legon
- 2009 – 2010 **University Diploma in French Language Studies (D.U.E.F)** – Université d'Abomey-Calavi, Benin

### WORK EXPERIENCE:

#### **a. Teaching/Managerial Experience**

<b>Since December 2019</b>	<b>Tutor – Department of French, University of Ghana, Legon</b>
<b><u>Courses taught</u></b>	
<ul style="list-style-type: none"><li>▪ TRAN 619 – Sight Translation (Language B into English);</li><li>▪ TRAN 621 – Terminology Mgt. and Computer Skills for Translators;</li><li>▪ TRAN 604 – Specialized Translation (MA Translation);</li><li>▪ TRAN 622 – Translation Workshop (MA Translation);</li><li>▪ FREN 372 – French Grammar and Intermediate Translation II (BA French)</li></ul>	
<b><u>Extension duties</u></b>	
<ul style="list-style-type: none"><li>✚ <b>E-Learning Ambassador for Department of French since 1<sup>st</sup> October, 2020;</b></li><li>✚ <b>Manager of Translation Office (TRANSBUREAU) since 1<sup>st</sup> August, 2020;</b></li><li>✚ <b>Welfare Officer for Senior Members of the Department of French since February, 2020;</b></li><li>✚ <b>Departmental Website Maintenance Officer from September 2020 to January, 2021</b></li></ul>	

## **Committees**

- ✚ **Member**, Scientific Committee of the Association for Translation Studies in Africa (ATSA) (2021 Conference), in charge of coordination ;
- ✚ **Member**, 2020 Master of Arts in Translation Admissions Committee;
- ✚ **Member**, Master of Arts in Translation Programme Review Committee;
- ✚ **Member**, Editorial Committee of the Contemporary Journal of African Studies (CJAS), in charge of Translation of abstracts (English-French);

**Oct 2014 – June 2017**

**Teaching Assistant (Translation) – Department of French, University of Ghana, Legon**

## **Duties performed**

- ✚ Taught Translation (Bachelor's and Master's levels);
- ✚ Marked assignments;
- ✚ Served on University of Ghana's MA Translation Admissions Interview Panel in 2015;
- ✚ Assisted lecturers with translation-related research issues;
- ✚ Organized Translation tutorials (Bachelor's level).

**Aug 2012 – May 2013**

**Business French Assistant (Volunteer) – Department of French, University of Ghana, Legon**

## **Duties performed**

- ✚ Assisted Business French lecturer during lectures (Bachelor's level);
- ✚ Organized Business French tutorials (Bachelor's level);
- ✚ Performed other duties assigned.

**Aug 2011 – July 2012**

**National Service Person (Business French) – Department of French, University of Ghana, Legon**

## **Duties performed**

- ✚ Assisted Business French lecturer during lectures (Bachelor's level);
- ✚ Organized Business French tutorials (Bachelor's level);
- ✚ Performed other duties assigned.

**May – July 2011**

**French Teacher (Volunteer) – Lawra Senior High School, Upper West Region, Ghana**

## **Duties performed**

- ✚ Taught French (First Year, Second Year and Third Year)

## b. In-House Translation Experience

<b>Dec 2017 – Aug 2019</b>	<b>Translator/Bilingual Executive Secretary – Hanisa Group, Accra, Ghana</b>
<p><b><u>Duties performed</u></b></p> <ul style="list-style-type: none"> <li>✦ Translated various business and legal documents from French into English and from English into French;</li> <li>✦ Drafted business correspondences in French and English;</li> <li>✦ Drafted business agreements in French and English;</li> <li>✦ Took minutes at meetings in French and English;</li> <li>✦ Interpreted at meetings from French into English and from English into French, where applicable;</li> <li>✦ Prepared reports on meetings in English and French;</li> <li>✦ Acted as Liaison Officer for Company’s French-speaking partners.</li> </ul>	
<b>Oct 2014 – June 2016</b>	<b>Acting Principal French-English Translator, TransBureau, Department of French, University of Ghana, Legon</b>
<p><b><u>Duties performed</u></b></p> <ul style="list-style-type: none"> <li>✦ Translated documents from French into English and from English into French;</li> <li>✦ Proofread translations done by interns and National Service persons;</li> <li>✦ Trained interns and National Service persons;</li> <li>✦ Conducted research on pertinent translation issues.</li> </ul>	
<b>June 2013 – Oct. 2014</b>	<b>French-English Translator (Intern), TransBureau, Department of French, University of Ghana, Legon</b>
<p><b><u>Duties performed</u></b></p> <ul style="list-style-type: none"> <li>✦ Translated documents from English into French and from French into English;</li> <li>✦ Performed other administrative duties assigned by the Office.</li> </ul>	

## c. Freelance Translation Experience

<b>July 2016 – January, 2020</b>	<b>Freelance Translator – Samsung Electronics, West Africa and East Africa</b>
<p><b><u>Duties performed</u></b></p> <ul style="list-style-type: none"> <li>✦ Translated various legal and business documents from French into English and English into French</li> </ul>	
<b>May 2016 – November, 2019</b>	<b>Freelance Translator (Consultant) – Centre for Media Analysis, Adenta, Accra</b>
<p><b><u>Duties performed</u></b></p> <ul style="list-style-type: none"> <li>✦ Translated articles from English into French for the Centre;</li> </ul>	

🚩 Edited translations done by staff of the Centre.

## WORKSHOPS

<b>2<sup>nd</sup> – 12<sup>th</sup> November, 2020</b>	<b>Facilitator/Trainee</b> – <i>Translator Training</i> organized by Bibles International (based in the United States of America), Lawra, Upper West Region
<b>October, 2020</b>	<b>Trainee</b> , <i>Sakai LMS Training (Advanced Level)</i> organized by University of Ghana Computing Systems
<b>August 2018</b>	<b>Participant</b> – <i>Training of Trainers Workshop on modern translation technologies</i> , organized at the University of Ghana by the Pan-African Masters Consortium in Interpretation and Translation (PAMCIT) with funding from the United Nations Office at Nairobi, Balme Library, University of Ghana
<b>January 2017</b>	<b>Participant</b> – <i>Training of Trainers Seminar for Translators</i> , organized at the University of Ghana by the Pan-African Masters Consortium in Interpretation and Translation (PAMCIT) with funding from the United Nations Office at Nairobi

## WEBINARS

### a. Webinars on Translation

<b>1<sup>st</sup> September, 2020</b>	<b>Participant</b> – <i>Transform the way your team works together with SDL Trados Live Team</i> , organized by SDL with the following components:
<b>19<sup>th</sup> August, 2020</b>	<b>Participant</b> - <i>How to get the most from SDL Trados Live and SDL Trados Studio 2021</i> , organized by SDL with the following components:
<b>18<sup>th</sup> August, 2020</b>	<b>Participant</b> – <i>Introducing SDL Trados 2021</i> , organized by SDL with the following components
<b>04<sup>th</sup> August, 2020</b>	<b>Participant</b> – <i>How Freelance Translators Prepare Translation Jobs for Success [Machine Translation and Terminology Management]</i> , organized by Memsorce
<b>20<sup>th</sup> November, 2019</b>	<b>Participant</b> – <i>What's Machine Translation Post-editing?</i> organized by Memsorce

### b. Multidisciplinary Webinars

<b>19<sup>th</sup> January, 2021</b>	<b>Participant</b> - <i>Shaping a New Social Contract and New Global Deal: UN DESA Fireside Chats</i> , organized by UN DESA
<b>27<sup>th</sup> August, 2020</b>	<b>Participant</b> – <i>West African youth silencing the guns inter-generational dialogue</i> , organized by the Office of the African Union Youth Envoy
<b>18<sup>th</sup> August, 2020</b>	<b>Participant</b> – <i>Mitigating gendered impact of COVID-19 and implementing ECOWAS Child Policy</i> , organized by the West African Civil Society Forum (WACSOFF)

<b>22<sup>nd</sup> July, 2020</b>	<b>Participant</b> – <i>Recover better: Economic and social challenges and opportunities</i> , organized by UN DESA (specifically, the United Nations High-Level Advisory Board on Social and Economic Affairs)
<b>14<sup>th</sup> July, 2020</b>	<b>Participant</b> – <i>Chief Sustainability Officers for SDGs: Building back better: navigating business risks and opportunities in a post-COVID world</i> , co-organized by UN DESA and WBCSD.
<b>13<sup>th</sup> July, 2020</b>	<b>Participant</b> – <i>Third Local and Regional Governments Forum on the 2030 Agenda: The Decade of Action (bolstering change from the ground-up) – Special High-Level Event on the occasion of the 2020 Edition of the High-Level Political Forum</i> , co-organized by the UN DESA, Global Taskforce, UN Habitat, UNDP and Local 2030.
<b>3<sup>rd</sup> June, 2020</b>	<b>Participant</b> – <i>Grantsmanship Series – Unlocking the Grantsmanship Process – Module 1,</i> ” organized by the Office of Research, Innovation and Development (ORID), University of Ghana
<b>6<sup>th</sup> May, 2020</b>	<b>Participant</b> – <i>Strengthening Science and Technology and Addressing Inequalities in the COVID-19 Era</i> , organized by the United Nations Department of Economic and Social Affairs (UN DESA)

## **PROFESSIONAL ASSOCIATIONS**

**Member** – International Association of Professional Translators and Interpreters (IAPTI), based in Argentina.

**Member** – University Teachers Association of Ghana (UTAG), University of Ghana Chapter

## **COMPUTER SKILLS**

- ✚ SDL Trados Studio (Advanced User);
- ✚ memoQ (Advanced User);
- ✚ Memsources (Advanced User);
- ✚ Microsoft Office Tools (Advanced User).

## **LANGUAGE COMPETENCE**

- ✚ English (Written and Spoken – Fluent);
- ✚ French (Written and Spoken – Fluent);
- ✚ Dagaare (Written and Spoken – Fluent);

- ✚ Waali (Spoken – Fluent);
- ✚ Twi (Spoken – Intermediate).

## **HOBBY**

Reading news articles in French and English

## **REFEREES**

<p><b>1. Prof. Robert Yennah</b> P.O. Box LG207 Department of French University of Ghana, Legon Tel: +233 244 732 600 Email: <a href="mailto:ryennah@yahoo.com">ryennah@yahoo.com</a></p>	<p><b>2. Dr. Emmanuel Kuto</b> P.O. Box LG207 Department of French University of Ghana, Legon Tel : +233 244 795 808 Email : <a href="mailto:kobikuto@yahoo.com">kobikuto@yahoo.com</a></p>
<p><b>3. Mr. Johnson A. Asunka</b> P.O. Box LG207 Department of Modern Languages University of Ghana, Legon Tel: +233 244 756 799 Email: <a href="mailto:asunkita@yahoo.com">asunkita@yahoo.com</a></p>	