Kone

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**POSITION APPLYING:** OFFICE SECRETARY

**CAREER OBJECTIVE**

Find any office secretaryposition in administrationwhere i can use my long experience in various administrative job environment, my specialty concerning performing art as well as my proficiency in various languages such as; English-Spanish and French.

**Overview:** A result oriented self-starter, efficient and effective communicator, with ability to focus on solutions.

**WORKING EXPERIENCE**

**Company: United Nations Operations in Cote d’Ivoire (UNOCI)**

**Duration**: From December 2011 - to February 2016

**Position**: **Language and Administrative Assistant**

**DUTIES AND TASKS**

* Translate official letters, documents from mission Headquarter (Sebroko, Abidjan), non-governmental organization, Regional Government Ministers (Prefects and Sub-Prefects), local authorities, political and traditional authorities.
* Draft the battalion memorandum, correspondences in English and French.
* Ensure interpreting during conferences and meetings.
* Escort Daily patrolling Team in surrounding villages and towns and liaise with local authorities for interpretation matters in the AOR.
* Acknowledge official correspondences, facsimiles, and dispatch them to the different authorities of the battalion and all the other platoons spread within the Area Of Responsibility.
* Assist the company commander in miscellaneous administrative tasks
* Ensure supply, IT equipment request forwarding to appropriate section and officers for the battalion welfare and efficient functioning.
* Archiving and monitoring training documents
* Participation in humanitarian and social actions undertaken by the contingent in favor of local populations (medical campaign, disaster assistance,refugees escort, logistical support).
* Monitoring of Quick Impact Project (QIP) implemented in the contingent’s area of responsibility.

**Company: Ministry of Culture, Cote d’Ivoire**

**Duration**: From January 2008 to December 2011

**Position**: **Art Performer (Head of communication and documentation service)**

**DUTIES AND TASKS**

* Drafting and assembly of socio cultural programmes
* Drafting administrative correspondences
* Intelligence database of regional cultural heritage
* Show presentation
* Field monitoring of activities organized by the Ministry (Music festival, French promotion days, Holidays festival, Traditional dances festival) and research of partners and financial sponsors.
* Creating a database of historical, touristic and cultural sites.
* Welcome and guidance of visitors in the library
* Acquisition of new books on behalf of the library

**Company: ZAMACOM s.a, Ecomagrotrading subsidiary**

**Duration**: From April 2009 to November 2013

**Position**: **Freelance interpreter and translator**

**DUTIES AND TASKS**

* Interpretation of the interviews during cocoa certification audits led by Rainforest Alliance (RA)
* Interpretingmeetings between auditors, cooperatives chairpersons and farmers
* Educate farmers on benefits of good agricultural practices
* ControllingInternal Checking System according to certification standards
* Explain certification standards to cooperatives candidates for Rainforest Alliance (RA) certification process
* Writing audits meetings minutes

**Company: Center for the study of communication, arts and performing art (CECAAC) a UNFPA Project**

**Duration**: From June 2009 to October 2010

**Position**: **Art performer (Volunteer)**

**DUTIES AND TASKS**

* Recruitment, training and coaching of young people on cultural activities
* Creating a multidisciplinary troupe (singing, dance, drama, poetry)
* Creating a database of members
* Promoting cultural heritage of the region
* Finding local partners and specialists for members technical training
* Helping young people in their socio-professional insertion
* Participation of the company in all institutional ceremonies held in the region

**ORGANIZATIONAL AND PERSONAL SKILLS:**

* Practically oriented.
* Innovative with good analytical skills, loyalty, faithful, obedient, willing to work under pressure.
* Good aptitude for team work.
* Always willing to learn and adapt very fast.
* Can conveniently work in cross-cultural environments.
* Very good communication skills and good in human relationships, enthusiastic.
* Group management

**TECHNICAL SKILLS:**

Computer literate

Strong knowledge of Microsoft word, Excel, PowerPoint, Outlook, Access

Basic knowledge in software maintenance

Internet & E-mail

**EDUCATIONAL BACKGROUND:**

**Two-year University degree in Literature (English language)**

**Two-year Technical degree in Performing Art**

**A-levels**

**CERTIFICATES**

ENHANCING YOUR INTERPRETING SKILLS (IMTC-UNOCI)

FIRST AID CERTIFICATE (Medical Unit-UNOCI)

ADVANCED ENGLISH CERTIFICATE (UNOCI)

EMPLOYMENT CERTIFICATE (UNOCI)

**LANGUAGE PROFICIENCY:**

**LANGUAGES: Speaking Written Reading**

**ENGLISH Fluent FluentFluent**

**FRENCH Fluent FluentFluent**

**SPANISH IntermediateIntermediateIntermediate**

**HOBBIES:** Traveling, Reading, Music, Karate, Hand-ball.