



1. PERSONAL DATA

NAME: **EDEM PROSPER GLITSE**

NATIONALITY: Ghanaian

DATE AND PLACE OF BIRTH: October 6th 1980, Accra

MARITAL STATUS: Married

ADDRESS/CONTACTS: P.O. Box AF 2721
Adenta, Accra Ghana
+233243 821240
edmglitse@gmail.com

2. QUALIFICATIONS:

- **Master of Arts in Conference Interpreting (Language Combination: English A, French B)**
- **Bachelor of Science in Banking and Finance**
- **Diploma in Translation (English, French, German)**

3. FIELD OF KNOWLEDGE

- Conference Interpreting and Translation
- Banking and Finance
- Oil and Gas

4. EDUCATIONAL BACKGROUND

2012 - 2014	M.A. Conference Interpreting, University of Ghana, Legon
2007 - 2010	BSc. Banking and Finance Central University, Ghana
2001 – 2006	Diploma in Translation (English, French and German) School of Translators, (University of Ghana affiliate)
2004 – 2005	Diplôme d’Etudes en Langue Française (2nd Degré) Delivered by the French Ministry of Education, France
July, 2005	Diplôme Universitaire d’Etudes Françaises University of Abomey-Calavi, Benin
1997 – 2000	Senior Secondary School Certificate Examination (“SSSCE”) Electives: French, English Literature and Ewe Kpandu Secondary School, Kpandu

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SUMMARY PROFILE AND WORK EXPERIENCE

I'm a trained Conference Interpreter and a Translator with background in Banking and Finance. I have covered over 200 conferences, workshops, and seminars and still counting, both in Ghana and abroad (kindly refer to the appendix for list of recent conferences and seminars covered). Prior to training for my M. A. in Conference Interpreting, I worked as the Chief Operating Officer (COO) for Avalon Petroleum Ltd, and as the Director of Finance at Tryall Energy Ghana Ltd.

As part of the Conference Interpreter training, I did a 5-week internship at the African Union Commission, at the Directorate of Conference Management and Publications.

I also taught French and German as foreign languages at the Ghana Institute of Languages.

Currently, I work as a freelance Conference Interpreter and Translator and consultant Interpreter for the African Union Commission, the United Nations University - Institute for Natural Resources in Africa (UNU-INRA), the ECOWAS Bank for Investment and Development (EBID), the United States Department of State Bureau of International Narcotics and Law Enforcement Affairs Program in West Africa, the Society for AIDS in Africa (SAA), TOGO Invest SA and many more.

6. COMPUTER KNOWLEDGE

- Word
- Power point
- Excel
- Outlook

7. WORKING LANGUAGE COMBINATION

- English (A)
- French (B)
- German (working knowledge)
- Ewe (mother tongue)

8. HOBBIES

- Reading
- Listening to country music
- Playing football and watching Cartoons

9. REFEREES

MADAM JIBOLA SOFOLAHAN Conference Interpreter (AIIC) Trainer University of Ghana Masters in Conference Interpreting Program- MACINT +2348033058046 jibolas@hotmail.com	ELISABETH KOUAOVI (Conference Interpreter (AIIC)) Program Coordinator Pan-African Masters in conference Interpreting UNIVERSITY OF GHANA Tel: +221778187352 e.kouaovi@aiic.net	PROF. ROBERT YENNAH Head of French Department University of Ghana, Legon Mobile: +233 (0) 244732600 ryennah@yahoo.com
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APPENDIX:

LIST OF MOST RECENT CONFERENCES COVERED.

- International Conference on Aids and STIs in Africa 4 – 9 December 2017 Hotel Ivoire Sofitel Abidjan Côte d’Ivoire
- ANFTS Regional Meeting: Professionals / Experts Meeting in Support of Fish Safety, Technology and Marketing in Africa, 14 – 16 November 2017, Elmina- Ghana;
- Joint ACEA I & ACE II Project Workshop 7 – 9 November 2017, Accra;
- WAPP 12th General Assembly Session 30th October – 3rd November 2017 Accra;
- 1st African Airshow and Conference 24 – 26 October 2017;
- 4th Africa-Europe Youth Summit, Abidjan Cote d’Ivoire, 9 – 11 October 2017;
- Sub-Regional Training Workshop on Enhancing Skills of Water Professionals in the Assessment, Monitoring and Management of Water Quality in Agenda 2030 SDGs 3 – 4 October, 2017 Accra;
- Training Workshop on Enterprise Risk Management Venue: EBID Lomé Togo, Date: 7 – 11 August, 2017.
- Bureau of International Narcotics and Law Enforcement Affairs, United States Department of State, West Africa Regional Training Centre: Anti-Corruption Training Workshop 10 – 14 July 2017, Accra.
- Société Général’s General Assembly (Pan-African Valley Community), 5 – 6 July 2017 Accra.
- ECOWAS Gender and Energy Infrastructure Workshop, 26 – 28 June 2017, Accra;
- West Africa Seed Programme (WASP) Workshop in Support of the Implementation of the Regional Harmonised Seed Programme 13 – 14 June 2017, Accra;
- International Seminar for the Strengthening of the Capacities on Integral Security Through the Cooperation Colombia-Africa, 5 – 9 June 2017, Accra;
- First Wrap-up Meeting of 2017 Support Missions and Official Launching of Additional Financing to WAAPP 1C, 29th May – 2 June 2017, Conakry, Guinea;
- Planning Workshop on Long term Sustainability of WASCAL, WASCAL Headquarters, Accra 19 – 20 May 2017.
- Bureau of International Narcotics and Law Enforcement Affairs, United States Department of State, West Africa Regional Training Centre: workshop on International Cargo Interdiction 1 - 5 May 2017, Accra.
- ACDI-VOCA Training on New Accounting Standards in Project Management 24 – 28 April 2017 Accra.
- 2017 Data Protection Conference organised by the Government of Ghana and the Data Protection Commission of Ghana, 19 – 20 April 2017, Accra
- United Nations Environment Programme, COP 12, Abidjan Convention 2017 Conference, 27 – 31 March Abidjan Côte D’Ivoire

Development EBID Staff; 30 Jan – 8 Feb. 2017 Lomé Togo

- Training on Project Evaluation of the ECOWAS Bank for Investment and Development EBID Staff, 16 – 20 January 2017; Lomé Togo
- Training on Financial Engineering of EBID (ECOWAS Bank for Investment and Development) Staff, Lomé Togo. 9 – 13 January 2017
- Workshop on Consolidated Reporting on National Nuclear Security Systems. 29th November 2016. Abidjan.
- 1st International Steering Committee Meeting for the 2017 International Conference on Aids and STI's in Africa (ICASA). 25 - 26 November 2016, Abidjan.
- Bureau of International Narcotics and Law Enforcement Affairs, United States Department of State, West Africa Regional Training Centre: workshop on Countering Violent Extremism: Community Policing

- 4th Annual Africa Hospital Expansion Summit, 22-23 September 2016 Accra – Ghana
- Wise-Up to Climate Stake Holder Forum on the Volta Basin, 19-20 September 2016
- 4th Africa Ports, Rails and Cargo Expansion Summit, 15-16 September, 20016, Accra -Ghana
- Society for Aids in Africa and International Conference on AIDS and STD's in Africa (SAA-ICASA), 3rd Symposium Africa's preparedness for emerging viral infections: Lessons from HIV/AIDS and EBOLA and outlook for ZIKA & LASSA 3rd to 5th August 2016. Accra.
- Bureau of International Narcotics and Law Enforcement Affairs, United States Department of State, West Africa Regional Training Centre: workshop on operation equipment handling and drug detection techniques 18th July to 2nd August 2016.
- 2016 Annual Meeting of the Association of Power Utilities of Africa (APUA) in Accra (Ghana), July 12-15 July 2016, Mövenpick Ambassador Hotel.
- African Editors Roundtable on the Africa Union, 11-12 June 2016, Accra.
- Bureau of International Narcotics and Law Enforcement Affairs, United States Department of State, West Africa Regional Training Centre: workshop on Primary Investigative Criminal Analysis (PICA) 30th May to 3rd June 2016.
- WAAP 1st Wrap up Meeting of the 2016 Support Missions; 16 – 18 May 2016, Accra
- Policy Dialogue on Revenue Management in the Extractive Sector, 26 – 27 April 2016, Accra
- Antihuman Trafficking Workshop, United States Department of State Bureau of International Narcotics and Law Enforcement Affairs, West Africa Training Centre, Accra 4 – 8 April 2016,
- Introductory workshop on trade-offs of the Wise-up Programme, 14th to 15th March 2016. Gulden Tulip, Accra.
- 12th CAADP Partnership Platform, Accra Ghana
- Ports Management Association of West and Central Africa (PMAWCA) Finance and Economic Study Committee Meeting, Tema Ghana 8th to 11th March 2016
- Bureau of International Narcotics and Law Enforcement Affairs, United States Department of State workshop on Fundamental Investigative Criminal Analysis, West Africa Training Centre, Accra, 29th Feb. to 4th March 2016.
- First Executive Forum on Medicine Quality Assurance and Quality. Centre for Pharmaceutical Advancement and Training. Accra Feb., 10th 2016

**RECENT TRANSLATION ASSIGNMENTS FOR THE UNITED NATIONS
UNIVERSITY-INSTITUTE FOR NATURAL RESOURCES IN AFRICA (UNU-INRA)**

DOCUMENT TITLE	NUMBER OF WORDS	NUMBER OF PAGE	CLIENT
Final Country Mapping Report - Burkina Faso	38,920	130	UNU-INRA
Final Country Mapping Report - Côte d'Ivoire	25,470	85	UNU-INRA
Final Country Mapping Report - Gambia	11,892	39	UNU-INRA
Final Country Mapping Report - Niger	41,913	140	UNU-INRA
Final Country Mapping Report - Sierra Leone	30,528	102	UNU-INRA
BOAD Manuel d'évaluation des concours	17,225	58	WEST AFRICAN DEVELOPMENT BANK (BOAD)
Barèmes des Redevances, Port Autonome de Lomé	39,789	133	TOGO INVEST
Forum politique de haut niveau sur le developpement durable	14,579	49	TOGO INVEST