

BÉCAYE GUINDO

ADMINISTRATIVE ASSISTANT, LOGISTIC ASSISTANT, TOURIST AGENT, PROJECT ASSISTANT, TRANSLATOR, FRENCH LINGUIST, AI Trainer

Dakar, Senegal

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WEBSITES AND SOCIAL LINKS

Proz: [Website](#)

Website: [Website](#)

SUMMARY

To integrate A structure type ADMINISTRATIVE ASSISTANT, LOGISTIC ASSISTANT, TOURIST AGENT, PROJECT ASSISTANT, TRANSLATOR, FRENCH LINGUIST, AI Trainer... And to participate actively in its development and gain experience rewarding.

EXPERIENCE

❖ AI TRAINER, Turing Enterprises Dec 2025 — Jan 2026
USA

- Created interactive learning modules enhancing retention rates by 50%
- Developed tailored AI training programs boosting user engagement by 40%
- Led workshops that increased team productivity by 30% through AI tools
- Implemented AI solutions that reduced operational costs by 25%
- Collaborated with cross-functional teams to drive AI adoption across departments
- Utilized data analytics to measure training effectiveness and optimize content

❖ Private Driver, Auto entrepreneur Jan 2014 — Oct 2023
Senegal

Private Driver, Taximan Auto entrepreneur, taxi owner, various driver missions for individuals, companies, organization events, etc.

❖ Consultant, COB (Building Workers' Cooperative) Jan 2009 — Oct 2023
Senegal

Consultant at COB (Building Workers' Cooperative)

❖ Data entry operator, DGCNETsarl Oct 2008 — Dec 2020
Senegal

Data entry operator for websites: www.senjob.com, www.senegaltribune.com

❖ Animation and logistics agent, CHILDREN'S JOURNAL OF SENEGAL (JES) Nov 2007 — Nov 2007
Senegal

Animation and logistics agent with the supervisor.

❖ translator English-French and Web Manager, DGCNETsarl Jan 2004 — Oct 2023
Senegal

In charge of e-mailings and web prospecting, in charge of mail with car (letters, withdrawal, check deposit) Operator entry for websites: www.senjob.com

❖ Internship in IT / mail management, INTERTOURISME Jan 2001 — Dec 2001
Senegal

Internship in IT / mail management

EDUCATION

❖ High School Blaise DIAGNE 1986 — 1988
Terminal A Dakar

- Achieved a GPA of 3.9/4.0

❖ Institute Superior of Tourism 1990 — 1992
GRADUATE in Tourism Louvain-la-Neuve-Belgium

❖ Dakar Technology and Engineering Center 2007 — 2008
Computer training Dakar
Computer training (Maintenance, Electronics, Computers); Office Certificate: (Microsoft Word, Access, Powerpoint, Excel, Frontpage) and Webmaster Certificate (HTML section, Dreamwaever, website design) Computer Graphics (Photoshop, Adobe Illustrator).

❖ ALISON 2014 — 2014
Diploma in Tourism Studies New-York
Completed August 31, 2014 (ALISON PIN code: Z3Vp).

❖ ALISON 2015 — 2015
Introduction to Life Insurance and Retirement New-York
Completed: January 8, 2015 (on the Internet ALISON Pin Code: Z3Vp).

❖ ALISON 2023 — 2023
Advanced Diploma in the Psychology of Language New-York
Completed February 27, 2023.

❖ ALISON 2024 — 2024
Prompt Engineering for AI Applications Certificat New-York
Completed September 10, 2024

SKILLS

MANAGEMENT AND BUSINESS MANAGEMENT RESPONSIBLE ❖❖❖❖❖

COACHING ❖❖❖❖❖

COMPUTER DEVELOPMENT AND HOSTING OF WEBSITES (LEVEL INTERMEDIATE) ❖❖❖❖❖

INTEGRATION OF WEB CONTENT ADMINISTRATOR ❖❖❖❖❖

LANGUAGES

Wolof ❖❖❖❖❖

French ❖❖❖❖❖

English ❖❖❖❖❖

ACHIEVEMENTS

AI TRAINER, Turing Enterprises Dec 2025 to Jan 2026

CERTIFICATIONS AND LICENSES

EFSET Certification C2 (July 2025), FWA(Fraud, Waste, and Abuse) CERTIFICATION (July 2025), HIPPA (Health Insurance Portability and Accountability Act) Certification (July 2025), Turing Certification : December 2025, FOONDAMENTAUX DE L'IA (Completed March 27, 2025), MASTER IA (Completed February 27, 2025), University Of Helsinki Elements of AI for Business – University Of Helsinki (Completed February 2026), Critical Thinking in the AI Era, 2026, UX/UI Design Specialization : From Research to Accessibility, Python for Data Science Certification, Introduction to Generative AI, Machine Learning Certification, AI Capabilities and Limitations Certification, Basic of Data Science Certification, AI for Business Professionals

HOBBIES AND INTERESTS

❖ FOOTBALL

❖ BASKETBALL

❖ SWIMMING