

BÉCAYE GUINDO

Administrative Assistant · Logistics Assistant · Tourist Agent · Project Assistant · Translator · French Linguist · AI Trainer

Dakar, Senegal

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WEBSITES AND NETWORKS

Proz: Professional Profile

Website: atstourisme.e-monsite.com

SUMMARY

Versatile professional with over 20 years of experience, seeking to join a structure as an Administrative Assistant, Logistics Assistant, Tourist Agent, Project Assistant, Translator, French Linguist or AI Trainer, in order to actively participate in its development while enriching his experience.

PROFESSIONAL EXPERIENCE

AI Trainer, Turing Enterprises *Dec. 2025 — Jan. 2026*

USA (remotely)

- Creation of interactive learning modules improving retention rates by 50%
- Development of customized AI training programs, increasing user engagement by 40%
- Facilitating workshops that increased team productivity by 30% thanks to AI tools
- Implementation of AI solutions that reduced operational costs by 25%
- Collaboration with cross-functional teams to promote the adoption of AI
- Using data analysis to measure training effectiveness and optimize content

Private driver, Self-employed *Jan. 2014 — Oct. 2023*

Senegal

Private driver, self-employed taxi driver, taxi owner: various transport services for individuals, businesses and community events.

Consultant, COB (Cooperative of Building Workers) *Jan. 2009 — Oct. 2023*

Senegal

Consultant within the construction workers' cooperative.

Data Entry Operator, DGCNETsarl *Oct. 2008 — Dec. 2020*

Senegal

Data entry operator for the websites www.senjob.com and www.senegaltribune.com.

Animation and Logistics Officer, Journal des Enfants du Sénégal (JES) *Nov. 2007 — Nov. 2007*

Senegal

Animation and logistics agent for the supervisor.

English-French Translator and Web Manager, DGCNETsarl *Jan. 2004 — Oct. 2023*

Senegal

Responsible for email campaigns and web prospecting; mail management with travel (letters, withdrawals, check deposits); data entry operator for the website www.senjob.com.

Internship in IT/Mail Management, INTERTOURISME *Jan. 2001 — Dec. 2001*

Senegal

Internship in IT management and mail handling.

TRAINING

Blaise Diagne High School *1986 — 1988*

Terminal A Dakar

Overall average of 3.9/4.0

Higher Institute of Tourism 1990 — 1992
Graduate in Tourism, Louvain-la-Neuve, Belgium

Dakar Technology and Engineering Center 2007 — 2008
Computer training in Dakar

Computer training (maintenance, electronics, IT); Office automation certificate (Word, Access, PowerPoint, Excel, FrontPage); Webmaster certificate (HTML, Dreamweaver, website design); Graphic design (Photoshop, Adobe Illustrator).

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

ALISON 2015
Introduction to Life Insurance and Retirement New York
Completed on January 8, 2015 (ALISON PIN code: Z3Vp).

ALISON 2023
Advanced Diploma in Psychology of Language, New York
Completed on February 27, 2023.

ALISON 2024
Certificate in Prompt Engineering for AI Applications New York
Completed on September 10, 2024.

SKILLS

- Business management and administration
- Coaching
- Software development and website hosting (intermediate level)
- Web content integration and administration

LANGUAGES

- Wolof — Native language
- French — Fluent
- Fluent English

ACHIEVEMENTS

- Gold Medal (AI Judge Rating) — Kanz AI Hackathon, July 2026 — ATS PROMPT 2 Project: AI Prompt Optimization Tool (KANZ-ADV-5035 Certificate)
- GUINNESS WORLD RECORDS™ Record Holder — Kanz AI Training Hackathon, July 2026 (14,075 live participants)
- Certificate of Workshop Completion — AI Training Hackathon, Kanz AI / LAU Academy of Continuing Education, July 15, 2026 (Certificate KANZ-ATT-8E3D090D94)
- AI Trainer, Turing Enterprises — Dec. 2025 to Jan. 2026

CERTIFICATIONS AND LICENSES

EFSET C2 Certification (July 2025) · FWA (Fraud, Waste, and Abuse) Certification (July 2025) · HIPAA (Health Insurance Portability and Accountability Act) Certification (July 2025) · Turing Certification (December 2025) · AI Fundamentals (March 27, 2025) · AI Master (February 27, 2025) · Elements of AI for Business — University of Helsinki (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 · Basics of Data Science Certification · AI for Business Professionals · Kanz AI Certification · AI Product · AI Automations with Make/Zapier Certification.

LEISURE ACTIVITIES AND INTERESTS

- Soccer
- Basketball

- Swimming