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## Full-time translator since February 1999

from German into French  
and from English into French

of French nationality  
Native language: French

Source languages: German, English  
Target language: French

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*I have been living in the international since my childhood. First learning French, I then acquired another Latin language quickly and naturally. My childish curiosity was really*

*aroused then. My ears caught a third language, a Slavic one this time - all so I could better understand the members of my family and talk to them. I had no choice but to improve my knowledge of languages daily.*

*Very early on I understood that foreign languages are much more a tool for communicating, rather than simply a discipline to be learned at school. This was how my passion for foreign languages developed.*

*But how does a passion like that turn into a profession? In fact, it happened on a rainy day during the school holidays. Just barely 13, I was feeling bored... Then an idea came to me for something to do: I could translate a book from my Bibliothèque Verte children's classics collection into German, using my bilingual dictionary from school to do it! Plunging for hours in a text, searching for just the right vocabulary, reworking the sentences again and again - you must be thinking: now that's a great pastime for a dynamic and sports-loving adolescent!*

*In fact it was a call to a profession I have never left. It was firmly and definitively settled. « Later, I'm going to be a translator, » I announced to my family. While it is true that certain pupils at that age frequently change their thinking about their future career, my parents knew about their daughter's sense of determination. After researching the university work to be done, some years later I had got my baccalaureate in literature and was starting studies in translation work, while continuing to experience different chances to spend time abroad.*

*This is my story and this was my dream: to be a translator, working on my own and contributing to the development of businesses across all sectors through translation, using linguistic means to give them their international passport.*

## secondary and higher education

- 1998:** Master in International Affairs
- 1997:** Translator degree at ESTICE (Ecole Supérieure des Traducteurs Interprètes et des Cadres du Commerce Extérieur)
- 1995:** Advanced vocational diploma Trilingual assistant, with International Trade as optional subject
- 1995:** ZdaF = Zerfitikatdeutsch als Fremdsprache
- 1992:** A level literature, languages and mathematics, with Latin as optional subject

## career experience (before I began working as a full-time translator)

- October 1998 to February 1999:** assistant in the Import & Purchasing department in Auxel (electronic products)
- July 1998 to October 1998:** assistant in the Export department in Auxel
- September 1997 to May 1998:** secretary in the Plumbing and Repair department in Herbeau Créations (production and installation of luxury kitchens and bathrooms) during my studies
- May 1997 to September 1997:** training period in the Export service in Herbeau Créations
- October 1995 to June 1997:** hostess & interpret on trade fairs for several companies, particularly for Magique Kiss (cosmetics)
- June 1995 to October 1995:** training period - trilingual assistant in Eurobusiness (marketing B2B), in Ypres - Belgium
- June 1994 to October 1994:** training period in the Chamber of Commerce and Industry of Bochum (Germany)
- January to February 1994:** training period in the Chamber of Commerce and Industry of Lens (North of France) in the International Trade department
- July to August 1993:** training period in the Chamber of Commerce and Industry of Lens in the International & Industries department

## main specialisation fields

<ul style="list-style-type: none"> <li>legal</li> </ul>	<ul style="list-style-type: none"> <li>marketing &amp; communication</li> </ul>
<ul style="list-style-type: none"> <li>accounting &amp; finance</li> </ul>	<ul style="list-style-type: none"> <li>organisation &amp; administrative methods</li> </ul>
<ul style="list-style-type: none"> <li>quality-insurance</li> </ul>	<ul style="list-style-type: none"> <li>risk appraisal</li> </ul>
<ul style="list-style-type: none"> <li>sport</li> </ul>	<p>Some examples of works I did are outlined in the following parts.</p>
<ul style="list-style-type: none"> <li>computer science &amp; information technologies</li> </ul>	

## translations in the legal field

- agreements, contracts & covenants: work, commercial representation, franchise, sponsoring, insurance, sports, sweepstake, merger and acquisition...
- general conditions: purchase, sales, insurance, auction, printing, inserting...
- judgement, claim & disputes: divorce, counterfeit, forgery, infringement of intellectual property rights, insolvency, warranty, consumer rights, cartel, embezzlement...
- memorandum of association and articles of association for several legal forms
- syntheses and summary notes for legal advisers and lawyers specialised in international law, in company law, in commercial law, in property law and in business law
- various documents of legal nature in the field of waste management, auctions, proof sheet, stock exchanges...

## translations in the field Accounting & Finance

- many annual reports with all their schedules: balance sheet, income statement, cash flow, liabilities, notes to financial statements...
- huge document (400 pages) relating to the drawing up of financial statements of a world group according to the IAS standards
- group chart of accounts and detailed explanations relating to each balance sheet position (270 pages)
- accounting procedure for an accounting software created for a world group
- guidelines relating to the drawing up of financial statements according to the IAS standards; I worked in collaboration with German chartered accountants
- synthesis concerning the comparison between IAS standards and US GAAP standards
- IAS handbook
- document relating to the fiscal administration of a world group subsidiary
- various texts relating to a finance project for a governmental organisation
- several issue prospectus and their update each year later
- auditing instructions for the year-end closing
- procedure relating to the processing method of resale prices + Excel file outlining this procedure
- procedures of treasury management and hedging risks
- update of a procedure relating to the drawing up of financial statements in a world group
- creation of a lexicon in the finance field for a listed company

## translations in the field computer science or information technologies

I have already translated the following types of document for companies like Ricoh, Xerox, Orange, IBM and Oracle, only to quote the most known names :

- operating manuals
- maintenance manuals
- help files
- help modules
- software architecture (SaaS and SOA)
- white papers

I work in collaboration with an IT engineer for every translation in the field of computer science or information technologies.

## translations in the field of sports

- commentaries relating to sport events
- promoting texts in the framework of national and international sport events
- transfer agreement of a soccer player

## translations in the field marketing & communication

- handbook of definitions relating all harmonised terms within a mail-order selling world group
- seller appraisal questionnaires and other self-appraisal questionnaires filled out by sellers of a German car manufacturer
- document relating to product categories and channels of distribution of a mail-order selling world group
- questionnaires on the theme of communication and role playings in the framework of the certification of sellers of a German car manufacturer
- communication material on PowerPoint relating to the intermediate year-end closing
- many texts aiming at the organisation of a european congress about social integration
- training materials on IAS accounting standards
- about a hundred of descriptions of hotels and tourist resorts for a Web site
- texts for a Web site in the field of power industry
- Web site for a paper producer
- leaflets and catalogues for a travel agency
- various business PowerPoint files showing the key advantages of softwares

## translations in the field administrative procedures & quality insurance

- quality insurance agreement for a ISO certified manufacturer of automobile parts
- supplier quality agreement for a ISO certified manufacturer of automobile parts
- training materials on the IAS accounting standards
- tooling agreement for a ISO certified manufacturer of automobile parts
- various texts relating to the Six Sigma management method

## translations in various fields

- security measures for an industrial machine
- installation manuals of dividers of heating costs
- various documents in the field of power supply
- software for the 3D creation of a building A to Z: from foundations to ceilings, through plumbing and power supply, without forgetting the façades



## hardware

- PC Core i7 4Go RAM
- laptop Core 2 Quad 4Go RAM
- scanner
- color printer
- CD / DVD / Blu-Ray reader and burner
- high speed Internet connexion
- 3G key

## software

- SDL Studio 2009
- SDL Trados 2007 (Workbench, TagEditor)
- MultiTerm 2007
- SDLX 2007
- MultiTerm 2009
- Wordfast Professional 2.4.2
- Word 2007
- Excel 2007
- Publisher 2007
- PowerPoint 2007
- Adobe CS4
- Adobe Dreamweaver CS4
- Yousendit business account

# documentation ressources and reference materials

English / French

- Lexibase Pro - dictionnaire sur CD-Rom
- Robert & Collins Super Senior en deux tomes
- Dictionnaire des faux amis
- Dictionnaire de la comptabilité et de la gestion financière - Louis Ménard
- Dictionnaire de l'anglais économique, commercial et financier
- Dictionnaire de l'anglais de l'informatique
- Glossaire comptable et financier - Elizabeth Zgradic-Zirnhelt
- Dictionnaire de l'anglais des contrats - Frédéric Houbert
- Glossaire de l'économie de l'OCDE - OECD Publishing
- L'anglais du marketing et de la publicité (anglais/français)
- Glossaire bilingue du cinéma & de la vidéo - Bernard Guiraud
- Dictionnaire bilingue du spectacle - Bernard Guiraud
- Dictionnaire de l'événementiel- Bernard Guiraud
- Dictionnaire de l'anglais des médias et du multimédia
- Dictionnaire du bâtiment - Pierre Monteau, Marie Oneissi, Dorota Szostak-Boivineau
- Lexique de l'immobilier - Nigel Wilkins et Katherine Steele
- Dictionnaire du génie civil, de l'architecture et de la construction - Serge Eric Bon

## documentation ressources and reference materials (continued)

### German / French

- Langenscheidts e-Wörterbücher - dictionnaire sur CD-Rom
- Langenscheidts Großwörterbuch Sachs-Villate en deux tomes
- Dictionnaire des faux amis
- Dictionnaire économique, commercial et financier
- ABC lexical de la banque - Jean-Paul Duchateau
- Dictionnaire des techniques et sciences appliquées en deux tomes
- Les mots-clés du droit - Jean-Luc Debru et Jean-Paul Duchateau
- Lexique d'allemand Droit Economie Gestion - Brigitte Thibaudet
- Lexique des termes financiers et comptables - Jean-Daniel Hanauer

### German / English / French

- Dictionnaire européen de l'informatique (allemand/français/anglais)
- Dictionnaire européen de la finance (allemand/français/anglais)
- Lexique multilingue des technologies de l'information (allemand/français/anglais/espagnol) - Glat (José Manuel Abreu, Franz Moellmann et Janet Ormrod)

# documentation resources and reference materials (continued)

## reference materials

- Internationales Formularbuch Lane
- English Dictionary for speakers of French Kernerman
- Practical guide of legal translation - Frédéric Houbert
- Die Deutsche Rechtschreibung Duden
- Stilwörterbuch Duden
- Die sinn- und sachverwandten Wörter Duden
- Dictionnaire des locutions idiomatiques allemandes Schemann
- 3500 locutions idiomatiques allemandes
- Dictionary of English idioms Longman
- Chambers English Theraurus