

Béatrice Hercend

Freelance English/French Translator

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Over 30 years of
experience
in translating technical
documents.

Specialties

- Information Technology (software, hardware, networks & telecommunications)
- Human Resources
- Business

Experience

- In the early 80's, I used to work in-house for a major computer manufacturer (Unisys) as a technical translator/writer. I was in charge of translating user manuals pertaining to software developed by the United States subsidiaries. I also developed documentation standards and our internal terminology database.
- In 1994, I was hired by a translation agency (Assistance Rédaction Technique) to work as a translation project manager.
- I settled as a freelance translator in 2001 and moved to Canada in 2007.
- I now work, via translation agencies, for major companies and organizations: Canadian Translation Bureau, Canadian Space Agency, Xerox, Dell, Rheinmetall, CAE, Alcatel, HP, etc.

Services

- Translation, from English into French of technical documents (user manuals, on-line help, maintenance manuals, brochures, data sheets, press releases, etc) and web sites
- Software localization
- Structured writing, in French, of technical documents
- Indexing

Computing experience

- Considerable internet research experience, together with very good working knowledge of Windows (all versions) environments
- Able to work at an advanced level with translation tools: SDL Studio, Trados, Idiom, MemoQ
- Knowledge of various computer software packages including MS Office, Adobe Framemaker
- I am a very quick learner and easily pick up new computer skills

Hardware/Software Capabilities

Hardware

- PCs running Windows 7 and Windows 8
- HP printer
- Hi-speed Internet connection

Office applications

- MS Office 2010

CAT software

- MemoQ
- Trados SDL 2007
- Passolo
- Idiom Worldserver
- SDL Studio 2011
- SDLX 2007

Projects Examples

<u>Type of work</u>	<u>Word count</u>	<u>Subject</u>	<u>Final customer-Tools</u>
Translation of corporate training	10,000 words	RH – Violence in the work place	Alcatel-Lucent -Translation using Trados Workbench.
Translation of case studies	7,000 words	IT - Computers	Dell -Translation using SDL Studio 2011.
Translation of a user documentation	20,000 words	IT - Fax Software	Sagem -Translation using SDL Studio 2011.
Translation of maintenance documents	40,000 words	Defense – Border surveillance system	PTC -Translation of files using SDL Studio 2011.
Translation of maintenance procedures	20,000 words	Defense – Mine detection	Canadian Translation Bureau - Translation of Word files using SDLX.
Translation of brochures	4,000 words	Information Technology – Risk Management	Nav Canada -Translation of Word files using Trados Workbench.