



FRANÇOISE LECLERCQ

Freelance translations (EN, DE, NL > FR) since 1998

7 Rue Sainte Dorothée
BE – 7000 Mons (Belgium)

Contact Information

Contact person: Françoise LECLERCQ

E-mail: leclercq.francoise@gmail.com

Phone: ++32 (0)65/84.62.69

Fax: ++32 (0)70/42.13.27

Mobile: ++32 (0)475/60.14.43

Skype: FL-Translations

Site: <http://www.fl-translations.be>

Blog: <http://zestydormouse.skynetblogs.be/>

VAT Number: BE 604.930.503

Trade Register Number (Mons, Belgium): 140893

Corporate Number: BE 0604.930.503

Education

- June 1998:** Degree in Conference Interpreting (École d'Interprètes Internationaux de Mons), passed with honours
Languages: English and German (C languages)
Options: Computer-aided translation
International relations
Dissertation: part translation of W. WAGNER's *Kulturschock Deutschland* (sociological study of the German reunification)
- June 1999:** Degree in translation (École d'Interprètes Internationaux de Mons), passed with honours
Languages: English and German (C languages)
Options: International law
Dissertation: part translation of *Texte dagegen*, edited by S. Barthold (short stories about racism in Germany)
- May 2000:** Intensive Dutch language lessons, Jeroen Bosch Institute, 's Hertogenbosch (NL)
- Aug. 2000:** Seminar on Dutch language and culture, John Boswell Institute, University of Utrecht (NL)

Work Experience

- Since July 1998** Freelance translator (German-French ; English-French)
- Oct. 1998 – Oct. 2000** Freelance Interpreter (German-French ; English-French), a.o. working with JICS (European Commission)
- Since October 2000** Freelance translator (Dutch-French)
- Sept. 2001 – Sept. 2003** Assistant professor at the École d'Interprètes Internationaux de Mons (a.o. in charge of German-French conference interpreting seminars)

Areas of specialization

Area	Jobs done, some on behalf of translation agencies
IT	Software and web site localization, online help, IT-related documentation
ERP, CRM, HR	Online help for ERP programmes (e. g. SAP) and training material
Technical documents	User guides, technical audit reports, operator manuals, security data sheets, technical documentation, ...
Marketing and editorial content	Brochures, corporate newsletters, press releases, web sites, correspondence, training manuals, coaching material, leaflets
Politics, European affairs and International Organizations	Development aid documents, Press releases in European matters, working documents for the European Commission and the European Parliament, first-hand experience of the European institutions in Brussels, having worked several years as a freelance interpreter with the JICS

Software

Software Suite: Office 2003 (FR) & Office 2007 (FR)
CAT Tools: Trados 6.5.5, SDL 2006 Suite & SDL 2007 Suite
Terminology tools: Multiterm iX, Multiterm 95, Glossy
FTP Tool: FTP Expert v3.0
Security tools: McAfee Security Center, Spyware Doctor, Mozy Backup

Hardware

Dell Dimension 5150C	Hard drive: 160 GB Processor: Pentium D RAM: 1 GB OS: Windows XP Professional
Dell XPS M1330	Hard drive: 160 GB Processor: CORE 2 DUO T5550 1,83GHz RAM: 2048 MB OS: Windows Vista Business
Backup	Iomega external HD, 160 GB
Internet connection	ADSL

Output per working day

Translation: 2000 to 4000 words a day, depending on the technical complexity of the source text.

Proofreading: 4000 to 8000 words a day, depending on the technical complexity of the text and on the quality of the provided translation.

References on request

Sales terms and conditions on request