

Rich of over 25 years of experience in project management and independent work, I perform my tasks with well-founded planning and a high focus on objectives. Despite a strong linguistic emphasis in my career, I look forward to every new challenge in other industries.



Hello, I am Geneviève Granger

TECHNICAL & SEO-TRANSLATOR

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QUALIFICATION

LANGUAGES

French: native language

German and **English:** fluent

Spanish and **Dutch:** advanced level

IT

Extensive experience with various software applications, including computer-assisted translation, MS-Office, Libre Office, DTP, database systems, and graphic applications.

PARTICULAR SKILLS

Strong organizational skills, solid PC knowledge, high willingness to learn and adaptability, quick comprehension, high quality standards, loyalty, punctuality, high professional conscientiousness, good listener, and a lot of curiosity for new things.

GENERAL DATA

born on the 21st of June 1968 in Aurillac, France

in a partnership

French and German citizenship

HIGHER EDUCATION

1986-1992 UFR-LAC, Université Blaise Pascal, Clermont-Ferrand II, France
+ NIHE, Dublin (Erasmus, January-March 1989)

Applied Languages and Communication

Main languages: German and English, third language: Spanish

Main field: Documentation

Degree: **Maîtrise (B. A.)**

2005-2011 Open University, Milton Keynes, UK
(distance learning)

Environmental Studies

Degrees: **Diploma of Pollution Control**
 B. Sc. Hons of Environmental studies



PROFESSIONAL EXPERIENCE (1)

During student time



July 1988 - Vienna, Austria

Translator - Infoterm

Fields of specialization: Terminology and documentation

March-June 1990 - Wuppertal, Germany

Trainee - Bayer AG

Documentation of pharmacological studies (biometry): Data preparation, light programming

August 1990 - Guntersblum, Germany

Supervisor - La Ligue de l'enseignement

Supervision of a group of teenagers and teaching German during a language holiday

October 1990-May 1991 - Vienna, Austria

Translator - as a freelancer

Fields of specialization: Terminology, economy and marketing

French teacher - SPIDI, as a freelancer

Foreign language secretary - Alcatel (November 1990)

July-September 1991 - Munich, Germany

Terminologist - Siemens-Nixdorf AG, Language Department

Collaboration for the development of a terminology database system

February-July 1992 - Munich, Germany

Lexicograph - Siemens-Nixdorf AG, Development of METAL

Lexicographical work for the machine translation system METAL

August-September 1992 - Hull, Quebec, Canada

Terminologist - Secretary of State, Canada, Hull, Quebec

Terminology work

PROFESSIONAL EXPERIENCE (2)

As a main profession



October 1992-March 1994 - Munich, Germany

Clerical assistant - Wirtschaftshansa

Bookkeeping, secretarial work, translations (automotive and automation), internal trainer in software applications

French teacher - Langenscheidt KG

Teaching French for beginners (evening courses)

April-May 1994 - Munich, Germany

Office administrator - Capella & Partner

Purchases; bookkeeping; project supervision; market studies; quality control; technical support; test of linguistic software; personnel administration and training, translations (medical technique)

March 1995-October 2006 - Munich, Germany

Project manager - itl AG

Project management; consulting for rationalisation of linguistic projects; terminology management; test and implementation of computer-assisted translation software, technical translation (among others: automation, medical technique, marketing, automobile, telecommunication, IT, seals), technical support for the translation department

Since November 2006 - Munich, Germany

Freelance translator

Fields of specialization: Technique and SEO