

Sabrina Rutton

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WORK EXPERIENCE

- 2010-- SABRINA RUTTON PARIS, FR
English and German > French (FR/CA) freelance translator/reviewer
- Specialised in IT, software and hardware, utilities.
- 2005-2013 VEOLIA EAU DSI SAINT MAURICE, FR
Translation and change management consultant
- Wrote user guides, procedures, training materials and online helps concerning Veolia Water's new CRM information system.
 - Translated various documents (websites, specifications, user guides, license agreements, etc.) from French into English.
 - Reviewed IT documents either written or translated into English.
 - Gave on-site user training and supervised user acceptance testing.
- 2004-2005 ALLIANZ - AGF PARIS, FR
Technical translator
- Translated every kind of international insurance documents, written in English or German, into French.
 - Reviewed various insurance documents translated into French by an agency.
- 2002-2004 (8 MONTHS) TF6 - SERIE CLUB PARIS, FR
Translator/writer
- Translated (from English into French) or wrote (in French) synopsis of movies, television films and episodes of series to help establishing the weekly bulletins of programs of each TV channel.

EDUCATION AND QUALIFICATIONS

- OCT. 2006 UNIVERSITE DENIS DIDEROT PARIS 7 PARIS, FR
MASTER 2 Conception de Documentation Multilingue et Multimédia
1 year post-graduate diploma in technical writing
- Technical writing of various documents into French or English.
 - Study of web-based languages (HTML, CSS, XML, PHP...), website design, and key DTP applications.
- OCT. 2005 UNIVERSITE DENIS DIDEROT PARIS 7 PARIS, FR
DESS Industrie de la Langue et Traduction Spécialisée
1 year post-graduate diploma in translation
- Terminology and translation from English and German into French, applied to technical fields: scientific, juridical, economic, financial, etc.
 - Study of key CAT tools and localising applications.

LANGUAGES AND SKILLS

- French Mother tongue.
English and German Excellent writing skills.
Software Proficient in using Microsoft Office and Open Office applications.
Good command of many CAT tools (Trados Studio 2009, Trados 2007, SDLX, Wordfast, Text United).
Skilled in the use of HTML and CSS.

INTERESTS

Gigs, music, blogging, playing the guitar.

ADDITIONAL INFORMATIONS

French clean driving licence (Cat. B vehicle).
References available upon request.