



Europass Curriculum Vitae



Personal information

Surname(s) / First name(s) **BERGEOT Céline**
Address(es) 20, rue du Moulin Porte F-41500 Mer
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Nationality French
Date of birth 27/06/1983
Gender Female

Desired employment / Occupational field

Translator / Proofreader

Work experience

Dates	Since May 2011
Occupation or position held	Translator / Proofreader
Main activities and responsibilities	Translation and proofreading
Name and address of employer	20, rue du Moulin Porte, F-41500 Mer
Type of business or sector	Business, General Banking, Marketing & Communication
Dates	August 2010 to February 2011
Occupation or position held	Sales representative (web sites)
Main activities and responsibilities	New clients acquisition; client counselling; handling of claims
Name and address of employer	SITTI group - 66 al. Sadi Carnot, F-45770 Saran
Type of business or sector	Internet
Dates	June 2010
Occupation or position held	Sales administration assistant (interim)
Main activities and responsibilities	Client counselling and support; handling of bookings and claims; Contact with German and English forwarders and clients
Name and address of employer	Caudalie - 9 bld. Salle, F-45800 St-Jean de braye
Type of business or sector	Cosmetic

Dates	From September 2009 to February 2010
Occupation or position held	Individual teacher
Main activities and responsibilities	Teaching of German to pupils and adults
Name and address of employer	Academia - 6, Place Jeanne d'Arc, F- 57000 Metz; Complétude - 14, rue Gambetta, F-57000 Metz
Type of business or sector	Education

Work experience (continued)

Dates	From December 2008 to June 2009
Occupation or position held	Transfer Agent
Main activities and responsibilities	Maintenance of shareholder records and correspondence; Handling of subscription, redemption, switch, transfer orders; Client/shareholder enquiry response and dissemination of shareholder information (multilingual)
Name and address of employer	Fastnet Luxembourg - 31, allée Scheffer, L-2520 Luxembourg
Type of business or sector	Bank

Dates	From March 2007 to September 2007
Occupation or position held	Internship in marketing and sales
Main activities and responsibilities	Integration / translation (German to French) of the websites traveltrex.de and snowtrex.de ; Market analysis and operational marketing (print and outdoor advertising, search for partners, creation of newsletters and communication materials, search engine optimization); Contact with partners of the affiliate program; Client counselling and support, handling of bookings and claims, quality management
Name and address of employer	TRAVEL-TREX Reisen GmbH - Bonner Str. 484-486, D-50968 Cologne
Type of business or sector	Tourism

Dates	From March 2006 to September 2006
Occupation or position held	Internship in marketing and event organisation
Main activities and responsibilities	Integration, translation (German to French) and restructuring of the website bitou.de ; Elaboration of a customer satisfaction survey; Organisation and management of events
Name and address of employer	BiTou GmbH - Ballrechterstr. 4, D-79219 Staufen im Breisgau
Type of business or sector	Tourism

Education and training

Dates	From September 2006 to September 2008
Title of qualification awarded	Master in international business administration (specialisation in French-German management)
Principal subjects/occupational skills covered	Intercultural marketing & communication, employment/business law, HR management, export and logistics
Name and type of organisation providing education and training	Institut d'Administration des Entreprises (I.A.E.) – Université Paul Verlaine, Metz (France)
Level in national or international classification	Master

Dates	From September 2001 to September 2006
Title of qualification awarded	Master in German language, literature and history
Principal subjects/occupational skills covered	Linguistics, translation, German literature and history

Name and type of organisation providing education and training	Tours university – Université François Rabelais, Tours (France)
Level in national or international classification	Master

Personal skills and competences

Mother tongue(s) **French**

Other language(s)

Self-assessment

European level ()*

German

English

Russian

Understanding		Speaking		Writing			
Listening		Reading		Spoken interaction		Spoken production	
	C 2		C 2		C 2		C 2
	C 1		C 2		C 1		C 1
	B 1		B 2		B1		B2

(*) *Common European Framework of Reference for Languages*

Social skills and competences persevering, accuracy, good interpersonal and intercultural skills

Computer skills and competences SDLX, Trados Studio 2009, Transit NXT (translation softwares); Microsoft Office Package (Excel, Word, Outlook, PowerPoint); Typo 03, DavidInfoCenter, LotusNotes, DaVinci, Mainframe, Sage

Driving licence French "Permis B"

Mer, May 30, 2011

Céline Bergeot.