

Europass Curriculum vitae



Personal information

First name / Surnames **Catherine LAFLECHE - SIMON**

Address 60 boulevard Saint-Michel – 75006 PARIS (France)
Telephone(s) +33 (0)6 86 36 69 85
E-mail ita2fra@hotmail.fr
Nationality French
Date of birth 22/02/1964
Gender Female

Occupational field **Freelance Italian / French translator**
Since 01/2012

- Technical publications, user documentation
- Articles about environment, agricultural equipment, bio-products
- Catalogs and portfolio: design, ceramic, architecture
- Articles about art, music and photography, packaging, and typography.
- Blogs about culture and communication
- Jewelry sector
- Newsletters and Press releases
- IT and Internet applications
- Tourism sites and articles
- Cooking and cake design

Work experience

Dates	2006 - 2011
Occupation or position held	Editorial assistant - Italian/French translator
Main activities and responsibilities	Localization and proofreading of the web site's interface, translation and proofreading of the user's guides, pedagogical guides, FAQ, marketing and human resources documents. Creation, translation, validation and test of the content of the learning solutions in French and Italian. Terminology and iconographic searches. Editorial project management, internal trainings.
Name and address of employer	<i>Auralog Tell Me More (Montigny le Bretonneux - France) - now Rosetta Stone France</i>
Type of business or sector	Language-learning software company
Dates	2000 - 2003
Occupation or position held	Voluntary writer
Main activities and responsibilities	Collecting material (articles, images, ads), contacts with printers and publishers, final completion of the French/Italian bilingual magazine <i>Contacts</i> .
Name and address of association	<i>Parents' Association of the French school in Rome (Italy)</i>
Type of business or sector	Association
Dates	1996 – 1997
Occupation or position held	Freelance Italian / French translator
Main activities and responsibilities	Translation of general documents and specialized environmental documents
Name and address of employer	Milano (Italy)

Dates	1990 - 1992																					
Occupation or position held	Editorial Assistant																					
Main activities and responsibilities	Technical Publisher in Mechanics and Electricity: preparing copies and images for printing, contacts with clients, layout, proofreading. IT project, installation of DAO workstations.																					
Name and address of employer	<i>Éditions Techniques Paul HUET (Boulogne Billancourt - France)</i>																					
Type of business or sector	Publishing house																					
Dates	1988 - 1990																					
Occupation or position held	Italian / French translator																					
Main activities and responsibilities	Translation of general and technical documents.																					
Name and address of employer	<i>High Technology Translations (Bihorel - France)</i>																					
Type of business or sector	Translation agency																					
Dates	1988																					
Occupation or position held	Procurement Assistant																					
Main activities and responsibilities	Purchasing photo and movie spotlights in Italy, USA and Germany.																					
Name and address of employer	<i>DIMAPHOT (Paris)</i>																					
Type of business or sector	Lighting																					
Education and training																						
Dates	1987																					
Title of qualification awarded	Masters in Italian Language and Literature																					
Principal subjects covered	Italian language and linguistics, Italian literature and civilization																					
Name and type of organisation	University Paris IV Sorbonne (France)																					
Dates	1987																					
Title of qualification awarded	Diploma in Corporate Methods and Practices																					
Principal subjects covered	Italian business language and practices																					
Name and type of organisation	Italian Chamber of Commerce in Paris (France)																					
Dates	2011																					
Title of qualification awarded	Professional training																					
Principal occupational skills covered	In Design CS4 Dreamweaver CS4																					
Name and type of organisation	ADAB SERVICES - Paris (France)																					
Personal skills and competences																						
Mother tongue	French																					
Other languages	Italian, English																					
<table><tr><td rowspan="4">IT</td><td colspan="2">UNDERSTANDING</td><td colspan="2">SPEAKING</td><td>WRITING</td></tr><tr><td>Listening</td><td>Reading</td><td>Spoken interaction</td><td>Spoken production</td><td></td></tr><tr><td>C2</td><td>C2</td><td>C2</td><td>C2</td><td>C2</td></tr><tr><td>B2</td><td>C1</td><td>B2</td><td>B2</td><td>B2</td></tr></table>		IT	UNDERSTANDING		SPEAKING		WRITING	Listening	Reading	Spoken interaction	Spoken production		C2	C2	C2	C2	C2	B2	C1	B2	B2	B2
IT	UNDERSTANDING		SPEAKING		WRITING																	
	Listening		Reading	Spoken interaction	Spoken production																	
	C2		C2	C2	C2	C2																
	B2	C1	B2	B2	B2																	
Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user Common European Framework of Reference for Languages																						

Job-related skills	<ul style="list-style-type: none"> - Very good ability to establish priorities and respect deadlines. - Good ability to work independently. - Publishing projects - Management and in-house training
Computer skills	<ul style="list-style-type: none"> - WINDOWS 10: Pack Office, Internet. - Professional training for both Dreamweaver CS4 and Indesign CS4.
Other skills	<ul style="list-style-type: none"> - Very good ability to work in a multicultural team - Time spent abroad: 17 years in Italy, 3 years in Belgium, 1 year in Germany, 2 months in Japan. - Participation in voluntary associations (PTA, joint property).
Driving licence	B