

Emilie Jagut

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63100 Clermont Ferrand

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WORK HISTORY & EXPERIENCE :

TEACHING

Sept 2008-July 2011 High School Teacher, French and English, Lycée Henri Vincenot, Louhans ;
Lycée Paul Constans, Montluçon ; Lycée Amédée Gasquet, Clermont Ferrand

Jan 2005-June 2006 English Teacher, Université Blaise Pascal, Clermont Ferrand

- ▶ Teaching English and French to pupils of differing abilities (Youth Training, BTEC First Diploma, BTEC National Diploma, science college students, adults in continuing education)
- ▶ Training pupils for national exams and monitoring their achievements
- ▶ Planning lessons to meet the National Curriculum requirements, with an emphasis on speaking

EXPORT

Sept 2006-Jan 2008 Trilingual Sales Coordinator, Michelin, Clermont Ferrand ;
Hollingsworth & Vose, Cébazat

- ▶ Maintaining high standards of customer service in English and French
- ▶ Planning manufacturing and shipment schedules with my colleagues in English, German, and Spanish
- ▶ Meticulously drafting customs and shipping documents, working under pressure
- ▶ Organising international business trips for the Sales Manager

WRITING & TRANSLATING

Since January 2011 Translator, English-French, Social Performance Task Force, New York

- ▶ Translating finance work documents and project outlines for the Social Performance Task Force

Jan 2005-July 2008 ▶ Journalist, Auto Gratuit Pros, Moto 2, Moto Station, Esprit Racing

Mar 2002-June 2004 ▶ Journalist, Moto 2, Paris ; Les Informations Dieppoises, Dieppe
Le Bulletin de Darnétal, Rouen ; Le Monde de l'Education, Paris
▶ Journalist intern, AFP London ; Radio TSF, Paris ; Phone Test, Paris

- ▶ I interviewed experts, celebrities and officials for the radio, wrote and read news bulletins on the air
- ▶ Responsible for data-gathering, long-term research, writing and editing in-depth articles on all topics
- ▶ Tight deadlines, flash radio reports, instant stories for the Agence France Presse in London

Sept-Dec 2004 Translator, French-English and English-French, Presse Plus, Paris

- ▶ Responsible for translating three daily press reviews for the European Central Bank

Jan-June 2001 English tutor and proof-reader, Johannes Gutenberg Universität, Mainz

- ▶ Responsible for proofreading the scientific articles written by the Toxicology Department in English for the journal *Nature* and improving the speaking skills of German researchers.

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SKILLS :

- ▶ I am patient and persistent in my search for the right word or the perfect lesson plan
- ▶ Multilingual, I have a subtle understanding of language mechanisms and a passion for words
- ▶ Thorough and precise in translating professional documents
- ▶ Hard-working, versatile and adaptive
- ▶ Energetic and upbeat, I enjoy working in a team and taking part in projects, especially multimedia

LANGUAGE SKILLS :

- ▶ Native French speaker.
- ▶ Perfect bilingual English : 3 years in London and 3 years in New York.
Cambridge Proficiency in English awarded at age 15.
- ▶ Fluent German - one year in Germany.
- ▶ Working knowledge of Spanish.

COMPUTER LITERACY :

BTS Informatique de Gestion (BTEC Higher National Diploma in Computer Programming)
ENC Bessières, Paris, 97-99

A former IT professional, I am proficient in the use and maintenance of computers, software and peripheral equipment. I frequently use IT to enhance course material for my students.

EDUCATIONAL QUALIFICATIONS :

CAPLP : Certificat d'Aptitude au Professorat de Lycée Professionnel, Lettres-Anglais, 2008
(State Exam for Vocational High School Teachers, in French and English)

DESS in Bilingual Journalism (Graduate Diploma), Sorbonne Nouvelle, Paris III, 2001-2002

Maîtrise d'Anglais LLCE (MA in English language, literature and civilisation)
Erasmus exchange in Mainz, Germany with the Sorbonne Nouvelle, Paris III, 2000-2001

Licence d'Anglais LLCE (BA in English language, literature and civilisation) Sorbonne Nouvelle, Paris III,
1999-2000

BA, Sarah Lawrence College, New York, USA, 1995-1997 (graduated in 2000)

Baccalauréat ES (A-level in Economics), Lycée Français de New York, USA, 1994-1995
Lycée Français Charles de Gaulle, London, UK, 1991-1994

ADDITIONAL INFORMATION :

I am keen on outdoor sports such as sky-diving, rock-climbing and snowboarding.
I enjoy playing gipsy jazz guitar, reading classical literature and going to the cinema.

References on demand.