



MARIE-YVONNE DULAC

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Website: www.tradecotour.com - ProZ.com: www.proz.com/profile/1482310
Member of professional associations: SFT – ATLF – ANITI

TRANSLATION – PROOFREADING - SEO

English / Italian > French (*mother tongue*)

Since 1995 freelance translator and proofreader

Areas of expertise: LEGAL – FINANCE

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Language skills

Foreign languages	Reading	Writing	Speaking	Listening
English	Very good	Very good	Very good	Very good
Italian	Very good	Very good	Very good	Very good
German	Good	Fair	Fair	Fair

French: mother tongue

Clients: companies, public bodies, international organizations, law firms, editors and translation agencies.

Volunteer translator for the non-profit organization “Translators Without Borders”

Translating mainly for United Nations agencies and NGOs.

2016 – 2017: Translation of training materials and remote mentoring of local African translators, helping them to translate training materials for health operators (proofreading of their translations and feedback).

Winner of “Empowerment Award” for mentoring activity.

WORK EXPERIENCE

- 1995 – Today **Freelance translator and reviewer**
- 2019 - Today **SEO (Search Engine Optimization)**
EN/IT > FR
SEOTranslationTeam
SEO Translation of websites and web contents
- 2002 – Today **FINANCE**
EN/IT > FR
- Audit firm, Engineering company and translation agencies**
On a yearly basis since 2002: Balance sheets, consolidated balance sheets, annexes, annual reports, audit reports, market analysis, KIID, prospectus.
Translation of Chamber of Commerce certificates.
Management reports
- 2019 - Today Translation of web contents for the Corner Group, a Swiss private banking group offering a full range of banking products and services.
Currently translating web contents related to the prepaid card Corner Card.
- 1995 - Today **LEGAL**
EN/IT > FR
- Court of Rome, “Procura militare” of Rome, law firms and translation agencies**
Judgments, proceedings, appeals
Notarial deeds: proxies, private deeds, minutes, instruments of incorporation, statutes, registration of societies
Contracts
Extraordinary administration procedure of companies in liquidation
Legal documents of the High Council of the Judiciary
International adoptions
- 2017 – Today **International Development Law Organization (IDLO)**
Assembly of Member States of the International Development Law Organization
Reports to Member States
Agreement for the Establishment of the International Development Law Organization
By-Laws of the Board of Directors of the International Development Law Organization
Rules of Procedure of the Assembly of the International Development Law Organization
IDLO - Final Draft Strategy/Plan on Millennium Development Goals (MDGs)

1992 - 1995

In-house translator

EN / IT > FR

International travel agency (Rome)

In-house translator and Executive assistant

Translation of hotel descriptions, commercial documents and contracts

EDUCATION AND TRAININGS

2017 (*ongoing*): Degree in Communication Sciences
International Telematic University Uninettuno (Rome)

1992: Degree in translation and interpretation
Translation and interpretation School Carlo Bò (Rome)

1989: Degree in English and Italian Language and Literature
University of Orléans

Trainings

2019-2020: Training in **SEO translation** and **Copywriting**

October 2016: Training in Assets management

April 2016: Beyond Google - Training on the research process, on the logic of Google and Internet, definition of a different strategy to face our need of information.

Nov. 2007- May 2008: Training in Specialized English for International Relations, Defence and Security (University of Rome "San Bonaventura")

Software

Microsoft Office 2010 Suite and all standard word processing programs for Windows.

CAT Tools : Wordfast Classic, Wordfast Pro, Transit NXT, Wordbee

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