

## Europass Curriculum Vitae



### Personal information

**First name(s) / Surname(s)** **DUMAIS-MUSSEAU Emmanuelle**  
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**Nationality** French  
**Date of birth** 13.03.1971  
**Gender** Female

### Desired employment / Occupational field

#### **FREELANCE TRANSLATOR GERMAN > FRENCH**

#### **In international trade and in the translation/interpreting field:**

<p>Dates</p> <p>Occupation or position held</p> <p>Main activities and responsibilities</p> <p>Name and address of employer</p> <p>Type of business or sector</p>	<p>Since end of 2012</p> <p><b>Freelance Translator GERMAN &gt; FRENCH</b></p> <p>Business communication, marketing, advertising, sales, tourism, gastronomy, museums, arts and culture, luxury, cosmetics, printing industry, printing inks for food packaging, childcare...</p> <p>Edm-traduction, one-woman business</p> <p>Translation, proofreading, post-editing</p>
<p>Dates</p> <p>Occupation or position held</p> <p>Main activities and responsibilities</p> <p>Name and address of employer</p> <p>Type of business or sector</p>	<p>June 2001 to August 2006</p> <p><b>Export sales assistant French / German / English</b></p> <p>Making global offers: correspondence, quotations, <b>commercial translations</b>, complaints</p> <p>BASF Systèmes d'Impression – ZI de Breuil le Sec – F- 60676 Clermont de l'Oise</p> <p>Printing inks (chemistry)</p>
<p>Dates</p> <p>Occupation or position held</p> <p>Main activities and responsibilities</p> <p>Name and address of employer</p> <p>Type of business or sector</p>	<p>June 1998 to May 2001</p> <p><b>Export sales assistant French / German / English</b></p> <p>Making global offers and processing the sales: orders, delivery control, complaints</p> <p>Danisco Flexible France – Route de Chalais – F- 16300 Barbezieux</p> <p>Printing industry for food packaging</p>
<p>Dates</p> <p>Occupation or position held</p>	<p>February to June 1998</p> <p><b>Export sales assistant and interpreter German &gt; French</b></p>

Main activities and responsibilities	Making global offers and interpreting on a factory dismantling site in Germany (Siegen)
Name and address of employer	Safem fonderie et mécanique – 68 av. Maryse Bastié – ZI n° 3 – F- 16340 L'Isle d'Espagnac
Type of business or sector	Foundry
Dates	April to August 1996
Occupation or position held	<b>Export sales assistant French / German / English</b>
Main activities and responsibilities	Making global offers and processing the sales
Name and address of employer	Sonoco France - F- 59520 Marquette lez Lille
Type of business or sector	Paper-making industry
<b><u>In the cultural and touristic field:</u></b>	
Dates	September 2009 to June 2011
Occupation or position held	<b>Cultural mediator French / German</b>
Main activities and responsibilities	Animating several educational and interactive exhibitions for children in the historical, artistic and technical field
Name and address of employer	Educational documentation centre of Charente – Château de l'Oisellerie – F-16400 La Couronne
Type of business or sector	Culture and education
Dates	January to June 2007
Occupation or position held	<b>Organizer of a touristic event and tourist guide</b>
Main activities and responsibilities	Taking part in a local touristic event and guiding a commented hike
Name and address of employer	Clermont de l'Oise tourist office – Place de l'Hôtel de Ville – F - 60600 Clermont de l'Oise
Type of business or sector	Tourism
<b>Education and training</b>	
Dates	<b>2006-2007</b>
Title of qualification awarded	Licence Professionnelle 'Développement et protection du patrimoine culturel, spécialité Patrimoine, tourisme, environnement' ( <b>Bachelor's professional degree in 'Development and protection of cultural heritage', with speciality in 'Heritage, tourism and environment'</b> ) – <i>with grade B pass</i>
Principal subjects/occupational skills covered	Knowledge of cultural heritage (artistic, archaeological, religious, industrial, war and reconstruction heritage from Antiquity until today), institutional structures and heritage law, knowledge and treatment of natural environment, communication and guidance technique, touristic development, marketing and projects management, English, German
Name and type of organisation providing education and training	Picardie University – History and geography faculty – Amiens - France
Dates	<b>1994-1996</b>
Title of qualification awarded	<b>Graduation diploma of 'ESTICE' : Ecole Supérieure de traducteurs, interprètes et cadres du Commerce Extérieur (Higher School of Translators, Interpreters and Executives of Foreign Trade)</b> – German and English languages
Principal subjects/occupational skills covered	German and English commercial translation, interpreting, marketing, commercial law, economy, community business, financial management, transport, legal English, computer science
Name and type of organisation providing education and training	Catholic University of Lille - France
Dates	<b>1993-1994</b>
Title of qualification awarded	<b>'Europa Studienkurs' Certificate, from the 'Kreuzberg Zentrum - Zentrum für internationale Bildung und Kulturaustausch'</b>

Principal subjects/occupational skills covered  
 Name and type of organisation providing education and training  
 Dates  
 Title of qualification awarded  
 Principal subjects/occupational skills covered  
 Name and type of organisation providing education and training

Political history of Europe, European law, European economy, European politics, geography, development politics, philosophy history and art and culture history in Europe  
 Adult college „Kreuzberg Zentrum - Centre for International Training and intercultural exchanges“, Bonn – Germany

**1989-1993**  
**Bachelor of Arts: German degree**, with a minor in English literature  
 German literature and civilisation, German prose and unseen, linguistics, English literature, political economics, computer science, secretarial work  
 Institut de Perfectionnement en Langues Vivantes, Western Catholic University - Angers - France

**Additional linguistic training:**

Dates  
 Title of qualification awarded  
 Principal subjects/occupational skills covered  
 Dates  
 Title of qualification awarded  
 Principal subjects/occupational skills covered

**1995**  
**Diploma of the Franco-British Chamber of Commerce and Industry**  
 Business English  
**1992**  
**Diploma of the Franco-German Chamber of Commerce and Industry**  
 Business German

**Personal skills and competences**

Mother tongue(s)  
 Other language(s)  
 Self-assessment  
*European level (\*)*

**French**  
 German, English

**German**  
**English**

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C1	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user
B2	Independent user	B2	Independent user	B2	Independent user	B2	Independent user	B2	Independent user

(\*) *Level of Common European Framework of Reference for Languages (CEFR)*

Social skills and competences  
 Organisational skills and competences  
 Technical skills and competences  
 Computer skills and competences  
 Artistic skills and competences  
 Other skills and competences

➤ Wide open-mindedness, adaptation capacity to multicultural environments: participation to “language Cafés” local meetings  
 ➤ Educational skills: voluntary teaching of German in 2012 in a services exchange association (individual lessons for adults and schoolchildren, language arousal for very young children), culture mediation for children  
 Coordination of a touristic project, preparation of the guiding of a cultural exhibition for children in French and German, administrative and commercial follow-up of a customer file  
 Printing industry on food packaging papers, films and boards, printing inks; history of art  
 Microsoft Pack Office 2013 (Word, Excel, Power Point), SDL Trados Studio 2019, Lotus Notes, SAP R/3, Adobe Acrobat  
 Practice of clay modelling, piano, choir, interest in youth literature and music  
 Rigour and professionalism. Liking for well done work. Very good adaptation to different subjects as my rich and diversified experience in different professional fields proves it.