

## Julia LE LAY

29 years old  
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**Translator**  
**Working languages: French, English, Spanish**

### PROFESSIONAL EXPERIENCE

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- since jan 13 **Freelance translator**
  - Translation and proofreading of institutional documents for the **European Union and European Parliament**
  - Translation and proofreading of legal documents for various clients, including:
    - Ashurst LLP, Clifford Chance, Hogan Lovells, Linklaters, etc.:** facilities agreements (financial law and real estate financing), conciliation protocols, memoranda, rollover requests, waiver requests, prospectus for the issue of securities (summaries and special terms), etc.
    - Deloitte Touche Tohmatsu Limited:** terms of use of the Deloitte website
    - Nabarro & Hinge:** subscription agreements, term and conditions of bonds
    - Spechly Bircham LLP:** articles of association, members' agreement
    - HSBC:** prospectus of issue of securities
    - Etc.**
  - Translation and proofreading of financial documents for various clients, including:
    - Keystone Fund:** prospectus, compliance procedures (AML/TF), remuneration policy, conflict of interest policy, Internal Capital Adequacy Assessment Process (ICAAP), personal account dealing procedures, etc.
    - Handicap International:** financial plans regarding their development programs in South-East Asia
  - Translation and proofreading of official and civil status documents: birth certificates, diplomas, claim forms, lease agreements, etc.
  - Translation and proofreading of documents for clients in other areas: medical documents (EDF Medical Research department), insurance (Allianz Global Corporate Specialty), etc.
- nov 12 - nov 13 **Paralegal, Ashurst LLP**
  - Translation of legal and financial documents (contracts, etc.)
  - Legal research and case analyses
- sept 11-sept 12 **Translator, Natixis**
  - Translation of legal and financial documents (procedures, presentations, etc.)
  - Update of the Compliance division's website
- june-sept 11 **Translator, Weber Shandwick France**
  - Translation of press releases for the Sochi 2014 OG Organizing Committee and Munich 2018 Bidding Committee
  - Translation of strategic documents for various clients: MasterCard, Honeywell, Baush + Lomb
- jan-june 11 **Translator, Optique pour l'ingénieur ([www.optique-ingenieur.org](http://www.optique-ingenieur.org))**
  - Translation of classes

## EDUCATION

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- 2010 – 2012 **Dual Masters ISIT/University Paris VII - Diderot Intercultural communication and translation / Languages industry and translation**
  - Preparing to working in translation and multilingual communication
  - Translation thesis on the text "Alzheimer's disease in the UK"
- 2011 **Diplomas of the Franco-Spanish Chamber of Commerce (C1 level) and of the Franco-British Chamber of Commerce and Industry (C2 level, with distinction)**
- 2009 – 2010 **Masters in Specialized translation**, University of Paris Est
  - Literary, legal, technical, commercial, financial translation
  - Project management: translation of the Spanish cookbook "La cocina moderna", the novel "The whole biryani", Inditex' annual report
- 2009 **Erasmus exchange at the University of Salford – Manchester**, United Kingdom
- 2006 – 2009 **BA in Applied Languages, major in Specialized Translation**, University of Paris Est

## IT SKILLS

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- **Proficient in Windows and Mac OS X**
- **Computer-aided translation tools:** SDL Trados 2014, Wordfast
- **Subtitles tools:** Ayato
- **Localization:** Passolo
- **Website editing:** Dreamweaver, CMS Joomla, HTML and XML languages, Flash

## MISCELLANEOUS

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- Several travels abroad: United-States, Canada, Spain, Portugal, Italy, Ireland, Malta, Cyprus, etc.
- Passionate about cinema, literature and culture in general