**Andrea McGIBNEY**

**Freelance Professional Translator**

**French > English**

**Proofreader**

**English GB**

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***Experience:***

Since 2015 **Freelance translator and proofreader,** French English Translation, **translation experience**:

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| --- | --- |
| * **Administrative :** | Regulatory technical data for probiotic ingredients, discharge recording sheets, traceability elements, safety guide, good practice guide, audit checklist, purchase orders, sponsor files, technical requirements in relation to supplying plants, 36 month shelf-life presentation for a medical device, raw material analysis sheets, product certification lists. Product launching power point presentations for several cosmetic companies. Proof-reading and localisation for English\_GB for a large job platform. |
| * **Legal :** | Terms of reference, general terms of business, food safety files. |

Since 2005 **Montessori Class Assistant,** English Teacher, Le Jardin des Enfants, **Latresne, France, 16 years**

2018 **English Language Montessori Consultant,** Marbotic**, Bègles, France, Freelance Contract**

2003 **Language Assistant,** French Public Schools, **Bordeaux, France, 2 years**

2003 **Freelance translator,** Polyglobe Trade, **Bordeaux, France, 2 years, in tourism and culture**

1998 **Co-owner of a bakery,** Charlie Gourmet, **Bordeaux, France, 5 years**

1996 **Production assistant,** Compagnie Maguy Marin, **Créteil, France, 2 years**

1990 **Personal assistant,** Lyon Opera Ballet, **Lyon, France, 5 years**

***Desktop tools:***

* Office technology: MS Office, Open Office, Adobe Acrobat Pro.
* Image manipulation: The Gimp
* Translation memories: SDL Trados 2017, XTM Cloud
* Website builder: Wordpress

***Qualifications:***

**2016 Master II diploma in professional translation, CI3M**

**Training manager Daniel TOUDIC**

**Documentation, terminology, translation techniques, revision, proofreading**

**2014** **10 days web marketing training** Agence 404, Lormont, France

**Web marketing, AdWords, web ergonomics, SEO, google analytics, social networks, web search and e-reputation, e-commerce, affiliation, market-place, e-mailing**

**2009** **Certificate in Digital Marketing Course**, IDM Institute of Direct Marketing, Middlesex, United Kingdom

**1990** **Personal Assistant Course**, Leinster Business Institute, Dublin

***Language pairs:***

* Mother tongue English
* Fluent French

***Hobbies:***

Windsurfing, kayak, travelling, walking, cooking, Montessori Education