

Freelance Translator

Susan MONNEREAU, BA Hons, MCIL

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English by birth, naturalised French, Member of the Chartered Institute of Linguists
Married to a Frenchman, I've lived in France since March 1978.

TRAINING and QUALIFICATIONS

2021	Various online courses with Training for Translators .
Jan-May 2000	- Multimedia training – Word, Excel, Access + 60 hrs secretarial studies
June 1996	- Training at the FUTUROSCOPE to be a guide for groups of visitors
1988	- BTS “Traducteur Commercial” (Business and commercial translator) English - option “ <i>company interpreter</i> ” (correspondence course equivalent of HND)
1977	- B.A. Hons. Applied Modern Languages (Newcastle Polytechnic) French and Russian: - foreign placement of 4½ months in Bulgaria - foreign placement of 6 months in France .
1973	- 'A'-Levels: French, German and Maths .
	- 'O'-Level: Spanish
1971	- 'O'-Levels: French, English (Lang.), Maths., German, Latin, Biology and Chemistry .

PROFESSIONAL EXPERIENCE

Sept. 2015 -	CNED - collaboration for course preparation TRANSPERFECT MT editing (pharmaceutical) - LINGUAL CONSULTANCY, India/Germany, MYTRANSLATION.COM, PhinC Development, TRANSLATORS WITHOUT BORDERS, SEL – translation (latter 2 clients = voluntary work)
Aug. 2015 -	“ Autoentrepreneur ” status for freelance translation
June 2003 – May 2015	SGS CEPHAC EUROPE – Bilingual secretary, receptionist (pharmaceutical research) – writing and proofreading (sometimes translating) protocols, procedures and reports.
June 2000 - 2003	EZ-COMSITE (software set-up company) - Bilingual Secretary, assistant, translator (The company went into compulsory liquidation in 2003).
1998 - 2016	CNED (Centre National d'Enseignement à Distance) – Proofreading of future course manuals, correction of students' course work, preparation of new course work.
Feb. 1996 - Aug. 1999	FUTUROSCOPE -Seasonal: Hostess/Cashier in the gift shops, English guide for groups
Dec. 1998	AUBIN (printers) – for ADECCO temp. agency . - Translator/interpreter for French printing team & English engineering team .
Feb. 1996 - Nov. 1996	GEL 2000, Poitiers -Customer and cash-desk service, cashing up, banking of takings, orders & organization of deliveries
Nov. 1990 - Sept. 1993	FOYER KENNEDY (Hostel for Young Workers and Students), Poitiers - Receptionist, secretary (updating the residents' computerized files), cashier (daily records computerized)
1980 - 1993	English teacher - various contracts in adult education and higher education
1983 - 1995	Commercial Register – working in multi-level marketing during which time I also interpreted for American speakers at Franco-American conventions
Summer seasons 1976 & 1977	Trilingual hostess at the Tourist Office in La Rochelle (France) Translation and Interpreting in the following areas : multi-level marketing, tourism, deaf-blind journals, voluntary translation for SEL (since 2011) - a Christian association sponsoring children in disadvantaged areas of the world. I translate letters between children and sponsors.

SKILLS

Completely bilingual (French), Basics in accounting, Computer skills (Word, Excel, Outlook, Internet)

OTHER INTERESTS

Travel

Reading, music, travelling, cross stitch, Scrabble.

Clubs and associations

- Trips to the United States, Canada, Germany, French West Indies, England (family home)
- Member of Poitiers Scrabble Club since 1995 (+ **tournaments in French**).
- Member of the “Groupe d'Amitié Internationale” in Poitiers since 1979.
- Voluntary work with “Restos du Coeur” (food bank) (2015-).