

Magalie BORGET

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English / Spanish > French Freelance Translator

Specialized translator available for all kinds of **translation and proofreading** from English and Spanish to French.

I put my writing skills and my knowledge of **legal, economics and institutional fields** to your benefit, acquired during a Master of Arts in Translation at the University of Geneva.

PROFESSIONAL EXPERIENCE

May – September 2017	Administrative Assistant Duqueine Rhône-Alpes <i>Managing telephone switchboard and welcoming visitors</i> <i>Human resources tasks</i> <i>Company communication and events</i> <i>CEO Assistant</i>	Massieux Ain, France
September 2016 – March 2017	Internship Translator Proofreader English/Spanish to French Trad'Est <i>Texts from all fields: legal, industry, tourism, fashion, sales brochures, etc.</i>	Lyon Rhône, France
July – August 2015	Customer Service Assistant	St Maurice de B.
July – August 2014	Toray Films Europe	Ain, France
July – August 2012	<i>Registering and managing orders via SAP software</i> <i>Contact with industrial customers in English, Spanish and French</i>	

DIPLOMAS & TRAINING

August 2017	Master of Arts in Translation Concentration in Specialised Translation (English/Spanish > French) Faculty of Translation and Interpreting – University of Geneva (Switzerland) <i>Specialisation in legal, economics and financial documents</i> <i>Translation of press and scientific articles, literary translation, etc.</i> <i>Master's thesis on press translation</i>
May 2014	Bachelor Degree in Modern language and Diploma in International Relations and Translation (English – Spanish) ESTRI - Catholic University of Lyon (France) Diploma in partnership with Lumière University of Lyon 2 <i>8-Month socio-professional immersion in Cambridge (United-Kingdom)</i> <i>6-Month internship in Madrid (Spain)</i> <i>Translation of press articles, technical texts and business letters</i>

LANGUAGES

English	Diploma in Business English – Translations – C1 + level Franco-British Chamber of Commerce & Industry
Spanish	Diploma Superior de Español Comercial Cámara Oficial de Comercio de España en Francia

COMPUTING SKILLS & AVAILABLE SOFTWARE

Microsoft Office	Microsoft Office 2016 Suite: Word, Excel, PowerPoint, Outlook, OneNote
Translation tools	SDL Trados Studio 2017