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| Inès Puylaert | Chaussée de Waterloo 485 b13  5002, Saint-Servais  Belgium  Driving licence B  [GSM](mailto:puin1@hotmail.com) : +32493463276  E-mail : puin1@hotmail.com |



Education

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| **2016 - 2018** | **Master’s degree in Chinese-French and English-French translation and interpretation, graduated with distinction (with a 70% overall grade)** |
|  | Institut Supérieur des Traducteurs et Interprètes (ISTI), now a part of the Université Libre de Bruxelles (ULB) |
| **2012 - 2016** | **Bachelor’s degree in Chinese-French and English-French translation and interpretation, graduated with satisfaction. Did receive a Scholarship for Excellence during a 5-month mobility in Wuhan Daxue 武汉大学** |
|  | Université Saint-Louis |

Work experience

**Translator – Proofreader January - February 2019**

* *Translator and proofreader at Towin Translation Co., Ltd., Wuhan, China (intern)*

**Chinese teacher November 2018 - January 2019**

* *Chinese teacher for foreign students in Jianghan University, Wuhan, China (intern)*

**Key Account Manager March - May 2018**

* *Translation project manager at Cogen Language Services, Brussels, Belgium (intern)*

**Administrative assistant 2016 - 2018**

* *Administrative assistant for a freelancer*

**French teacher for children aged between 4 and 16 2016 - 2017**

* *Developed my organisational skills and my capacity for analysis and synthesis*

**Sale Manager and Client Advisor in a clothing shop 2009 - 2016**

* *Enhanced my ability to work as part of a team and my communication skills*

Skills

* French : mother tongue ; English and Chinese : fluent ; Spanish and Dutch : basic knowledge
* Excellent knowledge of Microsoft Office, good knowledge of social media tools and CAT tools
* Great versatility, stress resistant, ability to work in a team, diligent