



Charlyne VERRIER

FRENCH TRANSLATOR

Technical, Commercial and Tourism Translation

EN/ES/IT > FR - French speaker - OmegaT - 2500 words/day

PROFILE

- Translator since 2006
- Experienced and reliable
- N° ID: Y6563683A (Spain)
- 13 May 1981

CONTACT

- charlyne@cvtranslation.fr
- <https://cv-translation.com>
- [linkedin.com/in/charlyneverrier](https://www.linkedin.com/in/charlyneverrier)

WORK EXPERIENCE

FRENCH TRANSLATOR | JANUARY 2009 - ACTUALIDAD | ESPAÑA Y FRANCIA

- Technical Translation (Data sheets, Manuals...)
- Commercial Translation (Websites, Catalogues, Market Research, Newsletters...)
- Books Translation: Children's Literary, Psychology and Tourism
- General Translation: Articles, Scenarios, Dissertations and Theses...
- Proofreading.

BILINGUAL SECRETARY/TRANSLATOR EN>FR, LABORATORY SERVICER | MARCH 2004 - DECEMBER 2008 | FRANCE

- Translation of documents, reports, articles.
- Articles and report writing.

LANGUAGES



TO



FRENCH



SPANISH



ENGLISH



ITALIAN



SERVICES OFFERED FOR EACH LANGUAGE COMBINATION

ES > FR

- Technical translation
- Marketing translation
- Tourism translation
- Literary translation
- General translation
- Websites translation

EN > FR

- Technical translation
- Marketing translation
- Tourism translation
- Literary translation
- General translation
- Websites translation

IT > FR

- General translation
- Marketing translation
- Tourism translation
- Websites translation

EDUCATION

ENC BESSIÈRES- NATIONAL BUSINESS SCHOOL | PARIS 17E

HIGHER TECHNICIAN CERTIFICATE - TRILINGUAL EXECUTIVE ASSISTANT EN/ES

- Fluency in English and Spanish - spoken and written
- English and Spanish for tourism and business
- Use of business vocabulary in English, Spanish and French for the translation of documents
- Editing of professional documents - internal and external
- Drafting techniques
- Commercial and labour law
- Communication and marketing
- Marketing communication

PROFESSIONAL SKILLS

- Perfect knowledge of the French language
- Systematic proofreading of translated documents
- Respect of agreed deadlines
- Strictly respect the confidentiality of documents

- 2500 words/day: Generally speaking, my translation output is between 2000-3000 words per day. This gives me time to carry out all the terminological research required, produce a good text in French, and proofread it carefully before sending it back. But turnaround time also depends on things like subject matter, complexity of the text and file format.

GLOSSARIES/TAO/SOFTWARE

GLOSSARIES

- Glossaries EN-ES-FR PDF: 1819 pages
- Bilingual/multilingual glossaries online
- Technical dictionaries

TAO

- OmegaT

SOFTWARE

- Microsoft Office: Word, Excel, Powerpoint
- Antidote software: grammar, correct typography and style

HOURLY AVAILABILITIES

- From Monday to Friday | From 8 am to 9 pm
- Weekends and bank holidays: (urgent translations)

QUALITIES

Punctuality	● ● ● ● ●
Flexibility	● ● ● ● ●
Confidentiality	● ● ● ● ●
Efficient editorship	● ● ● ● ●
Curiosity	● ● ● ● ●

MISCELLANEOUS

- **WEB EDITING:** Articles for my blog "CV Translation" and customer