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Traduction·Fr-En·[]
| Pharmaceutiques·et·Tourisme·
Transcription·Fr-En | Post-édition·[]
| Trados·Studio·2022[]



Skills

Translator French English

Pharmaceuticals, ophthalmology laboratory:
Procedures, operating Instructions, complaints, defect
library, investigation, reports

Tourism: Tourist information, accommodation and catering

Human Resources: Evaluation table

IT: Instructions, user guide, operating procedure

Revise/Review/Post-edit

Glossary and Terminology

Transcription Fr<>En

Document administrator for Document Management
System ENNOV

Assistant/Secretary Schedule, travel and expenses
management, stock, purchase orders and invoicing
management

Education

Translator French English - Level 7 certificate

EDVENN Distance-learning course with
Professor Daniel GOUADEC

SDL Trados Studio 2019 certificate

EDVENN Distance-learning course with
Trados Studio 2019

Executive assistant, bilingual English - Level 5 certificate

AFPA Grenoble

ICAL - TEFL certificate

Teaching English as a Foreign Language

GMP - Good Manufacturing Practices

TOEIC - Score 990

SST First Aid at Work certificate

Software

SDL Trados Studio 2022

Microsoft OFFICE Word Excel PowerPoint Outlook Teams

OneNote Publisher Access

ERP Sage X3 (accounting)

ENNOV Doc (GED)

QUALIMS LABStock (Reagent Inventory Management),

NOTILUS (expense reports)

Work experience

Executive assistant/secretary 2009-2020

Chemistry, Manufacturing and Controls Department

Laboratoires Théa, Clermont-Ferrand 63000

Seasonal jobs in France and abroad 1997-2008

England Tour guide interpreter Catering

Germany Au-pair

Corsica Catering

Ski resorts Catering Secretary Sales

Sea resorts Catering

Australia, Working Holiday Visa Sales Customer Service
Secretary Catering

Volunteer

SpeakEnglish club Practicing English and helping with
homework

Translators without borders

Tedx-CaptionHub Subtitling

Secretary APEL, Parents' association for the school

I love learning about new things. I am always looking to develop my skills, and I enjoy sharing what I have learned.

Translating is sharing your knowledge.

'The translator is the author's accomplice.' **Jorge Gonzalez Moore**