

# Anne VEEVAERT

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FRANCE

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## Translator and proofreader English, Russian > French

**20 YEARS OF EXPERIENCE IN BANKING, FINANCE AND  
FINANCIAL SOFTWARE INDUSTRY**

*Graduated translator with an extensive business background in Banking and Asset Management sectors, including risk manager, IT professional analyst and consultant roles, I use my experience in writing and controlling specialized documentation, websites and e-learning tools as a freelance translator, providing expert translations in Asset Management, Investment Banking, Banking regulation and Compliance fields.*

### SPECIALISATIONS

#### BANKING & FINANCE

- Financial Markets
- Asset Management (Mutual Funds, Alternative Funds, Pension Schemes, SRI...)
- Private Banking and Wealth Management
- Cash Management & Banking Services
- Securities Services
- Brokerage
- Risk Management
- Compliance and Corporate Governance
- French and European banking regulations

#### IT SOFTWARE INDUSTRY

- Banking Operations
- Market Trading
- Accountancy
- Treasury Management
- Risk Management

#### COOPÉRATION & INTERNATIONAL SOLIDARITY

- Human Rights
- Asylum Law and procedures
- NGOs
- Corporate Social Responsibility

### SOFTWARE

#### SDL TRADOS 2007

Microsoft Word, Excel, PowerPoint, Adobe Acrobat

### A FEW PROJECTS

(English > French)

- Fund prospectus (40 000 words)
- Annual report and accounts (20 000 words)
- Annual report (26 000 words)
- Loans Trading software and online help translation (30 000 words)
- Market perspectives, talking points, economic comments (35 000 mots)
- Facts sheets and fund brochures (10 000 words)
- Proofreading of a IT user guide (60 000 words)
- View point related to GPAA strategies (web site) (30 000 words)
- Presentation of the Basel II reform (6 000 words)
- Proofreading and translation of online help (HTML files) for a financial database (15 000 words)
- Answer to bid for tender for FRR fund & investment process (9 000 words)

## FREE-LANCE TRANSLATOR FROM MAY 2007 (ABOUT 400 000 WORDS PER YEAR)

### SG Asset Management | Paris | 2009-2010

On site assignment, 3 days a week. Writing and updating of Risk Management procedures.

### Société Générale | Paris | 2004 – 2007 and 1992 – 1999

#### Translation & Editing related responsibilities

- Follow-up and proofreading of translation works.
- Creating communication and training tools (computer based)
- Creating and editing commercial brochures and technical documentation for banking services and cash management software solutions (Commercial presentations, user guides, tool kits...)

#### Other responsibilities

- Risk manager – Risk and Compliance Department (2004-2007)  
Coordination of Regulatory and Operational Risks mitigation projects
- Project Manager – Cash Management Department (1997-1999)  
Business Analyst (conception of treasury and cash management tools and services for corporate clients)
- IT Project Manager – Mutual Funds Department (1992-1997)

### SG Asset Management | Paris | 1999 – 2003

#### Translation & Editing related responsibilities

- Operational risks management software localisation.
- Designing an Intranet website, dedicated to risk management and follow-up of its translation into English
- Translation of prospectus and funds documentation into French

#### Other responsibilities

- Risk manager – Risk Department (1999-2003)  
Management of IT and Organisation Projects related to risk management

### Unilog Banque et Services | Paris | 1989 – 1991

#### Translation & Editing related responsibilities

- Proofreading of translated user guides and invitations to tender

#### Other responsibilities

- IT engineer (banking industry)

### R&B Consultants Ltd | London | 1987 – 1989

#### Translation & Editing related responsibilities

- Creating software user guides and documentation (technical and commercial)
- Software localisation (Front Office trading software)

#### Other responsibilities

- IT programmer
- Administrative and booking assistant

### Éditions Francophones d'Amnesty International | Paris | 1986

- Translation from English into French of external publications (reports, campaigning documents...) released by Amnesty headquarters in London

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## VOLUNTEER WORK

### Amnesty International France

Volunteer work one day per week from Sept. 1999:

- Campaigning coordinator - Europe and Middle-East (7 years)
- Translator/information researcher (3 years)
- Editor of an external quarterly newsletter

### Forefront (US based NGO)

- Translation of various web sites

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## EDUCATION

### 1987

#### Postgraduate degree in Information Research and Management Studies

University of Lille III

### 1986

#### Postgraduate degree in specialised translation: French - Russian - English

École Supérieure d'Interprètes et de Traducteurs - Paris (ESIT) ■