



Jacqueline Simana

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EDUCATION

1992 – 1993

University of La Sorbonne, Paris, **Postgraduate Diploma in Languages applied to International Bussiness**

Languages: *French* (mother tongue), *English* and *Spanish*.

Certificate of Stanton School of English in London (1986)

Certificado y diplomas de idioma de la Cámara de Comercio Española en Paris (6 months in Barcelona and Madrid), Spanish Test E.L.Y.T.E. (Evaluación lingüística y de técnicas empresariales) Lenguaje ability validated as C1 in the Common European Framework of Reference for Languages.

- 1987

« **Professional International Business and Legal qualification** » *in English and Spanish* (BTS)

WORK EXPERIENCE AS PART TIME FREELANCE TRANSLATOR IN SANTO DOMINGO SINCE 2003 -

“The right word at the right place”

June 2003 – present: **Permanent Freelance translator in the following areas and companies:**
Areas of translation expertise: Corporate, Legal and Commercial contracts, Patents, Litigation and Dispute Resolution, Marketing, Administrative and Maritime Law, Banking and Financial Transactions, Tender documentation, Real Estate and Construction, civil law (divorce judgements and child custody suits, business disagreements, damages to property and person) civil records, Notary and Document certifications.

Legal and business areas

Commercial contracts with contractors and subcontractors in different fields for multinationals and commercial supply contracts/agreements, master agreement for services, general contract agreements (**Orange Dominicana, Conforama, Santo Domingo, Esso, Total, Club Med ...**)

Legal agreements and arrangements with Dominican banks for guarantees and loans (**Conforama Santo Domingo, French Embassy, Alliance Française**)

Contractors for the Subway of Santo Domingo, D.R. (plan of management of quality, exchanges of legal consultations related to the project of the subway construction)

Articles of association (**Alliance Française, Dominican-French Chamber of Commerce**)

ICC Arbitration Cases, awards, patents.

Thesis from Dominican students graduated in law in programs of French delocalised universities in RD, transcriptions of law classes.

Marketing

Dominican Banks (regulations and description of financial products for the French speaking customers) (**Banco Popular Dominicano**)

Perfumes (descriptive texts), brochures and leaflets for **Spa Metamorphosis** (Punta Cana, La Romana) translation of descriptive texts of products for the French speaking customers.

Documents related to business and marketing strategies, time share marketing.

Development Aid

Agreements of cooperation and correspondences with the Dominican institutions for the cooperation (Secretariats of State, Juridical Consultant of the Presidency, state Companies, Office of the European Funds, National Bank of Dominican Republic).

Terms of Reference for development actions for NGO's (**Aide et Action ...**) and international institutions (**European Union Delegation to the Dominican Republic**)

Terms of Reference for technical assistance, Tender documentation.

Reports and analysis on situation in the Caribbean and Central American area in order to act with regional donors

Regional Projects of the European development fund (EDF) between Haiti and the Dominican Republic.

Time share

Contracts between hotels and documentation relating to the time share regulations for the associates,

Descriptive of projects and technical specifications for real-estate and hotel construction

Vital records and Notary documentation

Vital records (birth, marriage and death certificates), criminal records, minutes of civil records, divorce judgments, diplomas and statements of courses and marks, graduation certificates (**Campusfrance, Accueil Saint-Domingue**) mainly from United States and Canada when in English, formal licence requests, driver's licenses, notarial acts such as attestations, affidavits...

Different reports of police investigations relating to French citizens in difficulties during their stay in the country (D.R.) such as traffic accidents, burns, drownings, deaths, physical and mental diseases, suicides, sanitary repatriation, prisoners and drugs mules and rogatory commission in case of murders, extraditions (**Médecins sans frontières, French Embassy**).

Marketing

Tourism

Translation of thematic touristic guides, **Secretariat of Dominican Tourism**

SOFTWARE

Windows XP, Freehand 10, MS office, DSL Internet Connection

BILINGUAL AND TRILINGUAL EXPERIENCES

Bilingual and trilingual technical secretary in the *ICC Court of Arbitration* in Paris, *Riverchelles interim* in Paris specialised in administrative export jobs (export missions at Paco Rabanne, Moulinex, Usinor Sacilor, Rhom and Haas France, Pirelli), *French Embassies* in Santiago de Chile (**Foreign service Consular Officer in civil records of French citizens abroad**) and Santo Domingo (**assistant to the first counsellor**). Administrative Assistant in the Alliance Française in Santo Domingo, Dominican Republic. Administrative Assistant in the **Delegation of European Union to Dominican Republic** (translations from EN>FR and SP of implementing regulations and technical project fiches).