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|    mmalagardis@yahoo.com*Melissa Malagardis*  Tel: 5518618205 French Nationality Skype ID: melimexic  Country of residence: Mexico Mother Tongue: French |

Professional Profile

I’m a creative linguist with considerable experience in project management, translation and teaching

and possess excellent language skills in French, English and Spanish (good knowledge of Swedish

and Greek as well).

I have extensive experience and proven success in managing the development and implementation of

research-based resources catered to online and blended learning and hold a teaching degree in languages.

I’m highly focused and able to work independently as well as in a team and simultaneous managing

multiple projects. I have experience in preparing well-researched and accurate documents; managing

busy calendars; and efficiently handle daily translation projects with great attention to details and excellent

work ethic.

*Services*: Project Management, Training, Translation, and Subtitling.

*Expertise*: specializes in Arts & Humanities, Education/Pedagogy, Humanitarian and Cinema/TV.

Software

* Microsoft Office (Word, Excel, PowerPoint) InDesign, Illustrator, Acrobat Reader

Subtitle Workshop, working knowledge of Adobe Photoshop, HTML and Wordfast (CAT tool).

Professional Experience

***Mango Languages (2009-2013)***

• Time spotting and editing of English subtitling and French transcription of *La Moustache*

 *(Emmanuel Carrère-2005).*

• Developed, created and managed the content of the French lessons to enhance the online learning

 experience

• Creation and proofreading of dialogues, exercises, and grammar, with strong focus on inductive learning

• Successfully translated the website from English to French

• In complete charge of editing English as a second language (ESL) for French speakers

**VICO (2011-2012)**

• PA providing administrative support to the co-founders (Chloé Fricout and Javier Toscano):

 liaising between the different actors to ensure proper communications, coordinating projects and

 events, organising the details of special events, travel arrangements, corporate agendas and itineraries.

• Subtitling SPA/ENG, documentary *Hacer Ciudad – Making a city* (Guillermo Amato and Amanda

 de la Garza)

• Subtitling of 4 short films, SP/FR to be presented in a **VICO** event.

***Zimat Consultores (2012-present)***

• Weekly translation of the Mexican press review for a French car company, SP/FR

***EcoBabu (2012)***

• Liaison Interpreting FR/SP following a French businessman during the presentation of his products

 (MicFil filters) in front of different companies in Mexico City area (one week)

***A4 Traduction (2012)***

* Various French transcriptions of interviews.

***The Kitchen (2012)***

• Translation ENG/FR and Time Spotting for Dubbing (South African series, *Isidingo*)

• Subtitling ENG/FR, promotional video.

***Prios International (2011-2012)***

• Regular translations for various humanitarian organisations (PSI, CRS): reports, questionnaires,

 financial reviews, auditing etc. (ENG to FR and/or SP to FR)

• Translation ENG/FR of a manual, *Global Warehouse Manual* for PSI.

• Editing/Proofreading of different reports for the same organisations.

**Lycée Français, Polanco/S-peak, Condesa, Mexico City (2009-2010)**

• Teaching French to the Mexican personal working at the **Lycée Français** (French High School)

 Polanco, Mexico City.

• Private French lessons for different companies; Translation FR/SP, **S-Peak**,

Mexico City.

**Casa Vecina- Espacio Cultural, Centro Historico, Mexico City (2008-2009)**

• Translation SP/ENG of a portfolio presenting the Cultural Centre **Casa Vecina-Espacio Cultural**

 andprivate English lessons for the personal in view of a professional travel to New-York City.

**Greengates British International School (2006-2008)**

• Head of the French Department for the IB Programme, in complete charge of managing the

 French department.

• Teaching French and English to students from Form 1 to Upper 6.

• Managed all aspects of teacher support materials and other resources that enhance the teaching

 and learning practices.

• Liaised with school management to monitor and improve teaching and learning practises.

Education and Professional Training

**Subtitling Worldwide,**

Training in Subtitling Editing with Subtitle Workshop (2011)

**EduMac, Mexico City,**

Training in Illustrator, Photoshop and Indesign (2010)

**University of Cambridge, International Examinations**

International General Certificate of Secondary Education Training - IGCSE, Foreign Language

French (2008)

**Malmö University, Sweden**

Teaching Diploma in French and English (2005)

**Paris IV – La Sorbonne, Paris**

Master of Advanced Studies on South African Politics since 1994 (1999)

**Paris III – Sorbonne Nouvelle, Paris**

BA in English literature and politics, major in translation (1997)