

Claire Letailleur Grana

Place & date of birth: Vendôme, Loire Valley
France, 29/09/1979
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Language combinations: English & Spanish > French

FIELDS OF EXPERTISE

2003 - Present. Translation of a variety of documents to a high standard mainly in the fields of **mechanical engineering**, electronics, marketing & press:

- **Forklift Trucks industry:** huge volume of operator manuals, maintenance manuals, specification sheets, parts manuals, marketing documents such as truck brochures, press releases for a leading manufacturer (regular work since 2004).
- **Electric Vehicles:** recent projects for Canadian official bodies working on the implementation of Electric Vehicles in Canada (related to the development of the latest technologies & the study of "The Potential for an Electric Microbus in the North American Market").
- **Voice communication systems** for Air Traffic Control & military applications: user manuals & bidding documents (technical specifications, letters).
- **Food processing equipment, industrial machinery** - such as industrial ovens, extruders, moulders etc.: product manuals, marketing documents.
- High pressure washers, biological water treatment systems, TOC Analyzer user manuals, water purifiers & conditioners.
- **Packaging industry:** maintenance, user manuals & part lists for industrial wrapping machines – major manufacturer.
- Pneumatic conveying systems for process industries.
- Operator & maintenance manuals for **explosion protection systems** for a wide range of industries.
- Manuals for **Shell** and other technical documentation.
- **Software:** software manuals in several fields (security systems, voice communication systems).
- **Bids documentation** (letters, specifications, resumes)
- **Press: translation of newspaper articles** for the **French Ministry of Defence** (The Financial Times, The Times, The New York Times, The Guardian, The Herald Tribune, El Mundo, El País, La Vanguardia, El ABC, among others)

Some of my recent projects (2013-2014):

- 40,000 for Shell (Operating Level Agreement & Maintenance manual)
- 65,000 words for a famous luxury automobile manufacturer (marketing website)
- translation of the magazine of an electronics European distributor
- 30,000 for a pump manufacturer ; non-destructive testing documents.
- 20,000 words for a tobacco machinery manufacturer; operating manuals and other technical documentation.
- 47,000 words for a gate motors and access automation equipment manufacturer.
- December 2013: 6 weeks interpreting for a manufacturer of Voice Communications Systems for Air Traffic Control and military applications ; this gave me an in depth knowledge of the field since I worked 6 hours a day with engineers.

LANGUAGES

French mother tongue
English fluent
Spanish fluent

IT SKILLS & SOFTWARE

CAT: **SDL Trados 2011 (10 years' experience)** – I am also starting to work in Memsource

Other: Windows 7 & MS Office 2011
Norton 360 Security
Winzip and Winrar

Plus very good knowledge of the following:

DTP: PC: Framemaker, Pagemaker, Illustrator, Quark Express, Indesign.
MAC: Quark Express, Freehand, Pagemaker...

DAILY OUTPUT: 2500 to 3000 words depending on the subject matter.

BACKGROUND

- 2003 –2009 Kerry Services Ltd** (*part time from 2006*) *Huntingdon, UK*
Technical translator, Desktop Publishing (DTP) specialist & project coordinator:
- Technical translations: operator & maintenance manuals, products manuals, marketing documents among others (using SDL Trados).
- Daily use & very good knowledge of **SDL Trados LSP (pro)**, proofreading of freelance translators' work, project coordination for a variety of jobs & languages.
- Extensive use of **DTP software on PC and Mac** (Framemaker, Pagemaker, Illustrator, Quark Express, Freehand, InDesign).
- Special Project: 4 weeks **interpreting** mission (French<>English) for the training of maintenance engineers from Casablanca airport (Morocco) to a voice communication system in our client's premises in Cambridge.
- I ran the agency on a regular basis.
- 2003 French Ministry of Defence, Defence Information & Communication Department, Translation bureau** *Paris*
Translation of English & Spanish newspaper articles into French (The Financial Times, The Times, The New York Times, The Guardian, The Herald Tribune, El Mundo, El País, La Vanguardia, El ABC, among others). Daily Spanish & British press summaries in French for political and military officials. Translation of short news into English and Spanish for the Ministry's website. Internship.
- 2003 Marguet & Ball Translations** *London*
Trainee translator & project coordinator. Translation into French: claims for patents, patent, survey questionnaires & corporate documents.
- 2001-2002** I created and led the organization and fund raising of an independent music concert in Angers, France in aid of the Kim Phuc Foundation International. 6 month project / 700 spectators / £5000 budget.
- 2000-2001 Nursery school teacher** - For 2 to 4 year old children in the Loire Valley (1 year)
1998-2002 I went several times to England to work to finance my studies and practice my English.

QUALIFICATIONS & CERTIFICATES

- 2001-2003 Postgraduate diploma in Translation, trilingual French, English & Spanish, with Spanish<> French interpreting.** Université Catholique de l'Ouest (Angers, France), Institut de Perfectionnement en Langues Vivantes (IPLV).
- 2002 Diploma with high honours in Business English,** Franco-British Chamber of Commerce and Industry.
- 1997-2000 Bachelor Degree in English Philology.**
- 1999-2000 Anglia Polytechnic University, Cambridge,** 1st semester of the 3rd year of the Bachelor Degree, 4 months.
- 1998 Certificate in Commerce and socio-economic Environment** (Business French, English and Spanish) as part of my Bachelor Degree.
- 1999 Cambridge University Certificate** in Advanced English.

ADDITIONAL INFORMATION

Full clean driving license since November 1997

I have travelled frequently to the UK & Spain. My travel abroad also includes **the Netherlands, Germany, Italy, Ireland, Portugal & Turkey.**

1997-2001 Leader for groups of girl scouts from the age of 8 to 16

2001 **BAFA : Brevet d'Aptitude aux Fonctions d'Animateur, diploma for youth leaders and workers**