



Hélène Tagand
7 rue François Coppée
38000 Grenoble France
Tel: +33 (0)4 57 93 36 96
e-mail: helene.tagand@gmail.com



LEGAL, TECHNICAL & INTERNATIONAL DEVELOPMENT FREE-LANCE TRANSLATOR

PROFESSIONAL EXPERIENCE

Since May 2008

Free-lance translator (last works)

Regular collaboration with a NGO (PME Guide, reports, trainings and glossary building)
Translation of part of the 2013 report on ICC activities
Translation of a training guide on social and environmental risk evaluation for loans and investment projects for the UNEP
Translation of corporate documents (calls for tenders, trainings...)
Translation of management and operational service agreements, toll manufacturing and service agreements, sponsoring agreements, certificates, diplomas, court orders
Translation of reports and trainings about industrial risk management (including fire protection) and loss prevention
Translation of guidelines on disaster management for the ICRC
Translation of a manuel about employment policies for an industrial company

Sept. 2007-April 2008 : Raptrad Sud-Ouest

Translation agency
Toulouse

Translator

- Technical (user manuals, specifications...), legal (contracts, terms and conditions), commercial (calls for tender, product information...) IT (online trainings on softwares), management, marketing (newsletters, brochures, environmental commitments), translation and proofreading from English and Spanish.

Feb. – August 2007 : FM Global

Insurance company – world leader of industrial risk management
Annecy

Translator/editor

- Technical translation and proofreading of loss prevention and risk management reports from English and Spanish.
- Translation/edition of all kinds of corporate documents (agreements, internal documents, publications, online trainings, mails, marketing texts) from English and Spanish.
- Evaluation of the opportunity to adopt Trados as a tool for the translation department.

May – Dec. 2006 : Legrand

Wiring devices and information network specialist
Limoges

Trainee translator

- Technical translation in various types of file formats from English and Spanish
- Marketing, IT, informational and legal (agreements, terms and conditions) translation
- Proof-reading,
- Consecutive interpreting both in English and in Spanish (visits of Legrand sites, trainings)
- Project management

Sept. 2005 – June 2006:

Atlas Association

Junior enterprise (translation)
Grenoble

President of the Atlas association, the Master students' translation agency

- Translation (ecology, international development, history, education, archaeology)
- Terminology
- Proof-reading
- Project management
- Administrative tasks

May-July 2005:

Plan International

(NGO) Paris

Trainee translator

- Translation English↔French and Spanish↔French of all kinds of documents relating to Plan's activities (education, health, ecology, agriculture, economics, traditions etc.) + a 15mn film about Plan's action in Sri Lanka after the tsunami
- Proofreading
- Enrichment of the glossary
- Consecutive interpreting in Spanish.

OTHER PROFESSIONAL EXPERIENCES

Since November 2008	Regular collaboration with Translators Without Borders.
Since July 2009 Ménigoute film festival	Translation of documentary films
Since 2011 CADTM	Translation of articles and reports for the Committee for the Abolition of Third World Debt

EDUCATION

March 2009	SFT training on the translation of notarial acts from Spanish to French
2001-2006 : University Stendhal, Grenoble3	Studies of Foreign Languages Applied to Social Sciences –economics, law- and IT (LEA) English and Spanish (optional subject: Russian).
2004-2006	Master's degree in Specialized Translation (technical and legal translation) in English and Spanish
2003-2004 : University Pompeu Fabra, Barcelona	Degree in LEA
1998 - 2001 : University Pierre Mendès France, Grenoble2	Graduated in Law

IT SKILLS

Word, Excel, PowerPoint 2003
Wordfast version 5.52zx