

# Anne Navarro



**Translation  
Editing**

**Proofreading  
Localisation**



Professional freelance translator since 1993, I have been working in the translation, proofreading and editing industry for nearly 30 years, and also provide website localisation services. I translate from **English** and **Italian** into **French**, my native language. The services offered mainly cover the following fields: law, commerce, marketing, human resources, technical, energy, environment, transportation, as well as editorial content.

## Services

Law



Technical



Proofreading/Editing



Localisation



Copywriting



## Education

**1992**

**Master's Degree in Applied  
Foreign Languages**

*Paul Valéry University, Montpellier*

Specialization: English-Italian  
Translation.

**1990-1991**

**French Assistant**

*Welwyn Garden City, Hertfordshire, England*

Two-year stay in the United Kingdom:  
French assistant, followed by various  
temporary jobs.

**1989**

**Bachelor's Degree in Applied  
Foreign Languages - Training in Italian**

*Ravenne, Emilia Romagna, Italy*

**1986**

**Baccalaureate in Series A2, Letters and  
Languages, with Honors.**

*Montpellier, France*

## Professional Experience

*Anne Navarro Traduction*

**1993 – 2023**

- Long-term collaboration with a diverse clientele, including translation agencies, international companies, law firms, marketing agencies, energy and transportation sector companies or individuals.
- Delivering high-quality translations within agreed-upon deadlines, maintaining fidelity to the source text, and paying attention to detail.
- Meticulous revision of translations to ensure coherence, accuracy, and context appropriateness.
- Potential use of computer-assisted translation tools for maximum efficiency and consistent terminology.

## Skills

- Extensive experience and in-depth knowledge of the translation industry: hundreds of documents translated, rigorously reviewed, and delivered punctually.
- Proficiency in the French language with a focus on syntax, style, and spelling.
- Genuine interest in translation, languages, literature, and law. Broad general knowledge and intellectual curiosity.
- Clients in France and abroad, references available upon request.
- Proficiency in word processing and office software.
- CAT Tools: MemoQ,

## Strenghts

- Professional translation and proofreading of **legal documents** such as *contracts, agreements, deeds, wills, memoranda, procedures, statutes, general terms and conditions...*
- Expertise in **translating commercial and marketing content**, including *technical specifications, manuals, press releases, editorials, company bulletins, activity reports, financial statements...*
- Accurate and contextually relevant translation of market studies, questionnaires, correspondence, as well as projects in the **energy sector** (wind, solar, etc.) and transportation...
- **Website localisation** aimed at ensuring a global and effective international presence.



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