

CONTACT INFORMATION



Sandra DUQUENNE

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Gender F | Date of birth 14/06/1975 | Nationality French

MOTHER TONGUE

French

YEARS OF EXPERIENCE IN
TRANSLATION/
INTERPRETATION/REVISION

22

PROFESSIONAL
BACKGROUND

- 1998 - today **Freelance terminologist translator FR-DE-EN**
 - Translation of user manuals, flyers, business reviews, standards, technical descriptions...

Specialization: Machine tools, IT, finances, sports, tourism, fashion, medicine, technics...
Main clients: BMW, Zeiss, UPS, La Française, Franklin Templeton Investment, Zehnder, BNP, ACCOBAMS...
- 1998 - today **Freelance ad-hoc interpreter FR-DE-EN**
 - On site interpretation in the automotive, aeronautical, and financial field.

Main clients: Renault, Peugeot, Eurocopter, NRJ
- 2001 - 2005 **English and German teacher**

Location: Istanbul (Turkey), Mexico (Mexico), Toulon (France)

 - English and German teacher at the lycée français Pierre Loti d'Istanbul, liceo franco mexicano (Mexico) and collège Marcel Pagnol (Toulon/France)

Business segment: Teaching
- 2000 **French-English translator**

Location: Sydney (Australia)

 - Official translator for the IOC in Sydney for the Olympic Games. Main activities: translating biographies, interviews, and news articles

Business segment: Translation/Sports

EDUCATIONAL BACKGROUND

- 1993 - 1998 **Diploma in translation/terminology and ad-hoc interpretation French-German-English** Master degree

Institut Supérieur d'Interprétation et de Traduction Paris

 - German, English, French, Economy, Law, Linguistics
- 1993 **Baccalaureate certificate** Baccalaureate

BAC A Mention Très Bien

PERSONNAL SKILLS

Mother tongue FRENCH

Other languages

	COMPREHENSION		SPEAKING		WRITING
	listening	reading	Taking part in conversation	Speak fluently	
GERMAN	C2	C2	C2	C2	C2
ISIT certificate					
ENGLISH	C2	C2	C2	C2	C2
ISIT certificate					

Communication skills ▪ Good skills in communication thanks to my experience as an interpreter on fairs and as a freelancer

Organisation and management skills ▪ Excellent organisation skills thanks to my activity as a freelancer: managing business trips, work schedule, orders...

Employability skills ▪ Excellent translation skills with more than 20 years' experience as a translator

IT skills

SELFASSESSMENT				
IT	Communication	Content creation	Safety	Problem solving
Basic user	Basic user	Basic user	Basic user	Basic user

Word processing certificate 1998

- Good command of office suites (word processing, spreadsheets, presentation software)
- Good command of CAT tools (MemoQ, Trados, Across and XTM)

Driving licence Permis B

COMPLEMENTARY INFORMATION

Certifications Airbus certification