

Marquet Claudine

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19 December 1985
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Translator Proofreader

German/English into French
Certified Member of the Swiss Association of
Translators, Terminologists and Interpreters (ASTTI)
Member of SWISS LABEL



CAPABILITIES

- Resistance to stress and high work capacity
- Very good organisation
- Serious and thorough work

WORK EXPERIENCE

June 2013 – present **Freelance translator**

- Translation and proofreading of documents from German and English into French, in particular in the fields of finance and banking, telecommunication and corporate communication

May 2011 – Dec. 2016 **Translator/terminologist**
Translation agency Tradeo, Court, Switzerland

- Translation of documents from German and English into French, in particular in the fields of energy, IT, finance, corporate communication and business management
- Proofreading of documents translated into French
- Terminology: creation and updating of the translation memories and the terminology databases, use of Trados 2007, Studio 2011 and 2015, Multiterm
- Alignment with WinAlign and SDL Trados Studio 2015
- Project management: reception of the orders, preparation of the documents, distribution of the translations, planning of the deadlines, calculation of the prices, delivery to the client
- Invoicing with the accounting software Crésus et in OpenERP
- Participation in three training days on SDL Trados Studio 2015, SDL Trados Studio 2011 and MS Word 2010

2010 **Translation project**
Université Catholique de Lyon, Lyon, France

- Translation of the course catalogues of the ESTRI in Lyon

January – July 2010 **Technical translator**
ZF Friedrichshafen AG, Friedrichshafen, Germany

- Technical translations from German into French, automotive sector specialized in the driveline and chassis technology: manuals, press release, PPT, service information
- Project management: use of the translation software Across, reception of the orders, preparation of the documents, distribution of the translation
- Alignment
- Terminology: updating of the translation memory and of the terminology database in Across, search of glossaries

February – May 2008 **Hotel employee (linguistic work experience)**
Hôtel Panorama Mercure Freiburg, Freiburg, Germany

- Restaurant
- Room service

August 2004 – July 2005 **Administrative assistant**
Municipal administration of Collombey-Muraz, Switzerland

- Business correspondence
- Reception desk and phone calls
- Accounting
- Writing of a high school dissertation about the water distribution in the municipality

EDUCATION

2009 – 2011 **Advanced Certificate in Translation (Master's degree)**
School of Translation and International Relations (ESTRI), Lyon, France

- German/English
- Fields of translation: technical, medical, pharmaceutical, legal and TIC
- Project management, CAT (Trados 2007, Studio 2009/2011)

2008 – 2009 **Certificate in Intercultural negotiation (fourth-year university level)**
Cardiff University, Wales

- Erasmus exchange program

2005 – 2008 **Licence LEA (licence degree in languages applied to international business)**
Université de Savoie, Chambéry, France

- German/English
- International business

2001 – 2005 **High school degree**
ESC-ECG St-Joseph, Monthey, Switzerland

- Member of the project «Apprendre à entreprendre»
- Price for the best certificate
- Vocational school internship in the municipal administration of Collombey-Muraz

SKILLS

French	Mother tongue
German	Fluent
English	Fluent
Computer skills	Working knowledge of Word, Excel, PowerPoint, Internet, Adobe Reader, PDF Converter, Abby FineReader
CAT tools	Trados 2007, SDL Trados Studio 2015, Across, Multiterm, other software specific to clients