CURRICULUM VITAE - ANNE-VIRGINIE POIDVIN-LERAT
FREELANCE TRANSLATOR

CIVIL STATUS

Name	Anne-Virginie Poidvin-Lerat
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	France
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Website	www.ratranslations.fr
Date and place of birth	October 28th, 1976 in Angers (France)
Civil status	Married, two children
Nationality	French

EDUCATION

2001 DESS Langues et Techniques, CFTTR, Université de Rennes II, France (magna cum laude)
French equivalent of a technical translation post-graduate degree
1999 Maîtrise de Lettres et Civilisations anglaises, Université d'Angers, France (cum laude)
French equivalent of an English literature and civilisation master's degree
1994 Baccalauréat série A2, Lycée Saint Martin, Angers, France (magna cum laude)
French equivalent of A-levels

PROFESSIONAL EXPERIENCE

Present
Full-time freelance translator

November 2001 – May 2003
Crestec Amsterdam B.V., Amsterdam, The Netherlands
Multilingual project co-ordinator
In charge of the localisation of printers and scanners user's manuals
- Preparation of the files for translation,
- Contact with translators,
- Quality control (editing and proof-reading),
- Delivery of the translated files,
- Creation and management of translation memories and glossaries.

LANGUAGES

French, mother tongue
English, fluent
Dutch, good
German, good

COMPETENCES

Technical translation
Localisation
Quality control (editing, proof-reading)
Terminology – Phraseology
Alignment
Project co-ordination
Subtitling
On-line help documentation

SPECIALISATIONS

Computer technology (hardware, software, localisation, etc.)
Office equipment (facsimile machines, copiers, printers, scanners, etc.)
Consumer electronics
Automotive
Human resources, management and e-learning
General technical

RESOURCES

Hardware
Dell Studio XPS 8100, RAM 8 Go
CD-ROM player and burner
Inkjet colour printer
Software
Microsoft Windows 7
Microsoft Office 2010
Across Personal Edition
Adobe Acrobat 9 Professional
Alchemy Catalyst 7
ApSIC Xbench 2.8
Poedit
QA Distiller
SDL Passolo 2009
SDL Passolo 2011
SDL Trados 2007
SDL Trados Studio 2009 SP3
SDL Trados Studio 2011 SP1
SDLX
Wordfast

REFERENCES

Available on request
List of projects translated recently also available on request

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