



## TRANSLATION FROM ENGLISH TO FRENCH

### VIRGINIE LAFAGE

Tel: + (00 33) 6 22 79 40 76

E-mail: vlafage@hotmail.fr

Experienced French native, with a wide range of experience in the International business and relations.

Dedicated to maintaining high standards. Resourceful and flexible, able to adapt to changing priorities, maintain a positive attitude and possess strong work ethic.

I hold a Bachelor's Degree in Foreign Languages English, Italian.

Having lived and worked in England for five years; I am fluent in English, I can also speak Italian fluently.

### AREAS OF SPECIALIZATION

- Advertising
- Tourism: brochures, leaflets for tourist guides
- Business/Commerce (general)
- Shipping
- Transport, transportation: material safety data sheet (MSDS), transport procedures, contracts related to transport
- Ships, Sailing, Maritime
- Trading
- Bunkers

### CAREER HISTORY

*11/06 up to now*

**Bunker Trader** in a trading company of petroleum products in Monaco.

In charge of Singapore market. Work included giving Quotations on a daily basis to Owners, Operators, and Agents. Negotiating with suppliers and Customers in English, Italian. Following-up on claims. Developing the Customer data-base, prospecting new Customers. Knowledge of the petroleum product and of the different markets (European, Asian, American etc.) Direct contact with Ship-owners, agents, brokers, transport companies (barge operator or trucking companies) in French, English and Italian. Translation of technical documents (eng>fre).

*01-03 - 10/06*

**Trilingual Commercial Assistant** for the Group TOTAL in France.

In charge of the Scandinavian Market. Dealing with day to day office enquiries. General administration, data entry, liaising with contractors and suppliers in French, English, Italian. Processing and monitoring orders, handling purchases, as well as other general administrative tasks. Processing samples request as well as technical documents (technical data sheet-material safety data sheet).Invoicing.

- 04/02 - 09/02      **Bilingual Commercial Assistant** for BASF in France.  
Dealing with the day to day enquiries. Commercial tasks. Following-up of the technical enquiries via the Commercial department.
- 08/01- 03/02      **Bilingual Business Developer** for View Sonic Nokia in Crawley UK.  
Selling Monitors to Europe, in charge of the following countries: France, Holland, Spain, Italy, Portugal. Liaising with Customers by e-mail or via telephone.
- 07/00 – 07/01      **Bilingual Account Manager:** Air France near Gatwick Airport UK.  
Managing Air France's account. Daily contact by E-mail and telephone. General administration, data entry. Translating from English to French as well as Updating Technical Data Sheets for Aerospace Chemicals. Managing customer accounts. Purchasing. Office duties. Exports. Processing orders for chemicals. Attending meetings with the Sales Director to act as a translator from French to English. Producing reports.
- 10/99 – 06/00      **Flight Sales** for Air Miles part of the British Airways Group UK.  
Selling flights tickets for BA and other Airlines (including Hotels, Travel insurance, Car Hire).

## EDUCATION - DIPLOMAS

- WLS Certificate of Translation (English>French) on-going.
- Bachelor Degree in Foreign Languages English, Italian.      *University of Nice*
- Advanced Vocational Training Diploma in Customer relations

I regularly carried out translations for a French newspaper and for a volunteering-dedicated translation website (references available upon request)

I obtained 865 points on the TOEIC

*Business Communication Compiegne 2002*