

**Rachel Braff**

243 Carissa Lane  
Red Rock, Texas 78662  
(512) 629-3598  
rachelbraff@gmail.com

**Education and Certifications**

- 1999      *Diplôme de Hautes Etudes Françaises/ Diplôme Approfondi de la Langue Française*  
Université Catholique de Lyon, France
- 2000      Diploma of Commercial Translation  
Alliance Française, Paris, France
- 2001      Bachelor of Arts in French (minor in Biology)  
La Sierra University, Riverside, California
- 2001      *Diploma Básico de Español como Lengua Extranjera*  
University of Valencia, Spain

**Professional Experience**

- 2002-Present      Freelance Translator  
*French to English translation and proofreading of documents. Projects include financial, legal and business documents (reports, contracts, legal briefs, meeting minutes); international development documents; medical documents; communications/journalism (radio programming proposals, newspaper articles); product manuals, advertising and packaging; menus.*
- 2007      Freelance Translator  
Gonave Development Corporation  
*French to English translation and proofreading/editing of documents for development corporation. Documents include reports on economics, healthcare, demographics, geography, water management, tourism, arts; corporate management documents; legal documents including pending legislation.*
- 2001-2014      Administrative Assistant  
Naismith Engineering, Inc., Austin, Texas  
*Editing, proofreading and formatting general, environmental, and engineering documents; occasional Spanish to English translation of documents related to water and wastewater management.*
- 2001      Private contractor for French-language exam scoring  
National Evaluation Systems, Inc., Austin, Texas  
*Evaluation and scoring of written and spoken French-language examinations.*
- 2001      Professor of English as a Second Language  
Direct English, Valencia, Spain  
*Conversational English classes for groups of two to ten adults.*

**Business/Finance**

French to English translation of call for tenders for the creation of a national e-mail service for the health and social services network of Quebec.

French to English translation of business contract (supplies/ invoicing/ payment) for an electronics design and manufacturing services company.

French to English translation of press information, profile of company and products for a leading producer of starches and sugars.

French to English translation of supervisory board meeting minutes for a transaction processor in the global travel and tourism industry.

**Legal**

French to English translation of business contract for a company in the petroleum industry.

French to English translation of employment contracts for a developer and producer of ophthalmic medical products.

French to English translation of legal brief for an intellectual property case in the entertainment industry.

French to English translation of personal documents for private clients: birth certificates, marriage certificates, legal announcements, etc.

**International Development**

French to English translation of Manual of Allotment Procedures and Management Norms for Community Forests (Government of Cameroon).

French to English translation of materials for proposal for a land tenure security project in Burkina Faso, including letters of interest, CVs and descriptions of projects completed by sub-contractors.

Proofreading/editing of English document outlining the general social context of La Gonâve Island, the social mandate of the State, local governance and an international development company's goals in intervention.

Proofreading/editing of English document presenting overview of educational proposals for an international development project in Haiti.

Proofreading of French to English translation of Pre-Feasibility Reports for health system development and the development of the water supply of La Gonâve, Haiti.

**Medical**

Numerous medical documents for insurance and clinical study purposes; hospital discharge letters; treatment records.

**Journalism/ Arts/ Literature**

French to English translation of a 91-page novel (modern setting with WWII elements).

French to English translation of newspaper article profiling a long-distance runner.

French to English translation of proposal and report on a European cultural radio program.

Proofreading of English short stories, novels and nonfiction essays for private clients.

**Advertising/ packaging**

French to English translation of labeling/packaging for a French hair care company.

French to English translation of restaurant menu.