

# Jean-Noel Lebras

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French Translator, Editor and Voice-Over

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Native Language	Secondary Language	Resides
French (France)	English	France

*Professional that is detail-oriented, reliable, technologically up-to-date, motivated and never misses a deadline.*

## SPECIALIZATIONS

· Marketing · Legal · Business · Technical · Finance  
· HR · Websites · Catalogs & Brochures · Employee Manuals · Product Manuals

## EDUCATION

Bachelors of Business Administration, University of Caen, Normandy, France

## SOFTWARE EXPERIENCE

· Trados · MemoQ · Wordfast · MS Word  
· MS Excel · MS PowerPoint · Adobe InDesign · Adobe Reader

## PROFESSIONAL EXPERIENCE

**Freelance translator, editor and voice-over**, Orlando, USA, Montréal, Canada, Volx, France, Ithaca, USA May 2010 - present

- ❖ Freelance translator, editor and voice-over in various fields including tourism, marketing, business, finance, contracts, essays and much more
- ❖ Accepted assignments of varying degrees of difficulty for local and international clients.
- ❖ Is experienced with Trados 19 and 21. Can translate up to 2,000 words per day and is almost always available for last-second, rush projects. Samples available upon request.

**Commercial Assistant**, PRC Education in France, Paris, France, September 2006 - April 2010

- ❖ Created direct marketing campaigns and managed their execution.
- ❖ Represented the company and developed contacts in local and international tradeshows.
- ❖ Worked on improving and maintaining website ranking.

**Marketing Intern**, John D. Paulson Properties, London, U.K, March 2006 - June 2006.

- ❖ Created a strategic marketing plan by analyzing the company and its' competitors, as well as surveying current customers and the general public.
- ❖ Presented marketing plan to top management, which then implemented the plan immediately.