

Delphine PERROTTET

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Curriculum Vitae

Born: January 12, 1979
Nationalities: Swiss & French
Status: unmarried

PROFESSIONAL EXPERIENCE

- From 09.10** Free-lance translator and proof-reader (English to French) specialized in technical translation, working for agencies all around the world; domains include, without limitation: engineering, mechanics, tooling, electronics, IT, aviation, automotive, chemistry, medical devices, business, corporate, finance, investment, contracts, legal documents, humanitarian, security.
- 07.08 - 09.09** Technical Writer for *EMS Electro Medical Systems*, a manufacturer of medical devices for dental surgery and prophylaxis, lithotripsy and orthopedic treatments : update of user manuals and creation of manuals for new devices, as well as secondary instructions for use, including writing of texts in English and French, creation of illustrations and layout ; management and proof-reading of translations from external sources for the other European languages ; followup of the internal documentation process according to the standards related to medical devices.
- 11.06 - 05.08** Technical Marketing Manager for *XSiL*, a manufacturer of laser micro-machining equipment for the semiconductor industry, based in Dublin, Ireland: organization of the company's booth at SEMICON trade shows (USA, Taiwan and Japan); writing of technical articles in semiconductor magazines; preparation and pitching of corporate press releases; creation of presentations, posters and papers for technical conferences; planning and design of advertisements; in charge of the annual marketing budget; writing of a monthly informative bulletin for the intra-company communication; creation and update of company collateral & sales support documents (presentations, brochures, data sheets, corporate profile, etc.); management and updates of the company website (redesigned in 2007); management of the marketing Intranet; preparation of market researches for new applications and products.
- 05.04 - 10.06** Communication Manager for *Synova*: writing and pitching of technical and promotional articles for a wide range of international magazines; in charge of press releases and advertisements; organization of conferences (main fields: lasers / semiconductors), including creation of technical papers, presentations and posters; creation and management of a marketing database; in charge of a monthly internal bulletin.
- 03.03 - 01.04** Publishing Assistant for *Editions JMB / Editions de l'Hèbe*; in charge of the different publications of the company (fields: management & literature).
- 07.02 - 01.03** Shop Assistant at *Les Yeux Fertiles*; in charge of the academic department.
- 12.99 - 03.02** Assistant Supervisor of PC rooms at *EPFL*.

EDUCATION

- April 2002** Graduate of EPFL.
- 1997 - 2002** Studies at EPFL in micro-engineering (majors: production techniques and robotics).
- Creation of a C++ interface for pocket PC so that blind people can have access to geographical data (diploma project, 2001/2002).
 - Automation of an image processing algorithm for the detection of cDNA reactions and creation of an IDL user interface (2001).
 - Programmation of genetic algorithms in C on a FPGA controlling a Khepera robot, for optimized navigation in a labyrinth (2000/2001).
 - Development of a «sound map» for the blind (portable device for path-finding); team work (2000).
- 1996 - 1997** CMS (Cours de Mathématiques Spéciales) at EPFL.
- 1993 - 1996** High School (France), graduate in science with honours (options: mathematics and automatic systems).

LANGUAGES

- French** Native speaker
English Fluent (spoken and written) with specialization in technical English

COMPUTER SKILLS

- Op. systems** Windows 7, XP, 2000, NT4, 9X, CE
Languages C/C++, IDL, Visual Basic
Softwares Microsoft Office, Trados Studio, Corel Draw, Adobe Illustrator, Photoshop, Acrobat, Paint Shop Pro, Xpress, Drafting Master, Autocad
Databases Microsoft Access, FileMaker

HOBBIES

Reading & writing (literature); piano, since the age of 6 (classical music); strategy games & role playing (LARP); hiking; archery; wood carving.