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## Strengths

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Nearly 20 years of diverse translating and writing experience to facilitate communications to English speaking markets on behalf of French companies. Samples available on request.

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## PROFESSIONAL EXPERIENCE

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**October 2008-present**

**Freelance Translator and Copy Editor, Vietnam and France**

French to English translations and correcting, rewriting texts for Francophone clients such as the French Development Agency (AFD), Swiss Development and Cooperation Agency, French Chamber of Commerce in Vietnam and the Vietnam Academy of Social Sciences

**2004 – October 2008**

**Export Marketing Director** - SMI / SMI Pharma – (now International SOS), Paris, France

Development of export sales communications and sales strategy for this small medical supply company.

- Creation, writing and production of all communications tools:
  - ✎ web sites – concept, writing content, managing updates
  - ✎ trade shows – messaging, production of media supports
  - ✎ training videos – script writing, casting, presenting, oversight of production
- Development of sales strategies surrounding new products and services

**2001- 2004**

**Technical Writer/Marketing/Business Development** - HighDeal (now SAP), Paris, France, software publisher specializing in telecommunications billing.

- Writing for white papers and user documentation
- Concept and writing for sales tools and marketing strategies
- Sales leads generation

**1994 - 1998**

**Coordination/Sales Administration** – SMI (now International SOS), Paris, France - I played a key role in transforming its French language communications and marketing tools for the company's worldwide activities and international clients.

- Produced brochures and company presentations for the Paris office and adapted AEA corporate materials for local use
- Translated commercial, marketing, and medical documents from French into English
- Edited documentation written in English by non English speakers

**1991-1992**

**Copywriter** - Fitzgerald Advertising, New Orleans, Louisiana, U.S.A.

Clients included Tulane University Hospital, TABASCO, Louisiana Jazz and Heritage Festival, and the Louisiana Lottery.

- Concept and writing for print ads and radio advertisements in local press

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## MISCELLANEOUS SKILLS

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**LANGUAGES**

English mother tongue. Fluent French. Beginner's Vietnamese.

**COMPUTER LITERACY**

PC: MS Office, PageMaker, Adobe, Photoshop (notions)

Web: HTML notions, experience with Dream weaver and various web design ASPs

**MUSIC**

Choral Singing / Piano

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## EDUCATION

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**1991**

Louisiana State University, Baton Rouge, Louisiana, U.S.A.  
*Bachelor of Arts*

- Major: Journalism focusing in Advertising/Marketing
- Minor: Cultural Anthropology
- Concentrated Studies: French Language

**2000-2001**

American University of Paris, France  
*Certificate Program in Technical Writing*

- Technical Writing Skills and Information Design
- Documentation Project Management
- Authoring Tools for Desktop Publishing and Web Content Production