

# RESUME

## CHARLOTTE HUGON

1 Bis rue de la montée à la chatte  
44760 La Bernerie-en-Retz  
FRANCE

Cell Phone: +33665795571  
Email : [chugon.lmdp@gmail.com](mailto:chugon.lmdp@gmail.com)  
OR [hugon.charlotte@hotmail.fr](mailto:hugon.charlotte@hotmail.fr)

### TRANSLATOR AND PROJECT MANAGER

#### English-German-French

#### KEY STRENGTHS

- \* Languages qualifications : French (mother tongue), English (fluent), German (proficient)
- \* Adaptable
- \* Reliable
- \* Organized
- \* Curious

#### EMPLOYMENT

March 2015 – Present

#### **Freelance translator & Project manager specialized in health and life sciences**

- Translation, review and quality check, linguistic and layout control.
- Fields of speciality : health, medical devices, clinical trial protocols and patient documents, cosmetics, imaging technologies and devices, cardiology, oncology...
- Coordination of projects for Philips Medical and Covance.
- Translation of a book about fishing and nodes from German to French (*Angelknoten\_Vorfachmontagen*, Hans Eiber).

June 2012 – February 2015 – SDL - Paris, FRANCE

#### **Translator & Project manager**

- Coordination of projects on a day-to-day basis for several different clients.
- Support and coordination of teams of translators and reviewers according to project expertise and volume.
- Responsible for quality check before delivery to clients.
- Management of terminology update and queries.
- Translation, review and quality, linguistic and layout control, mostly in the fields of health and medical equipments: instructions for use, brochures, software

September 2010 - May 2011 - University of Alberta - Edmonton, AB, CANADA

#### **French Teacher Assistant**

- Teaching of French (culture and history) to students studying advanced French.
- Creation and Organization of activities for students studying advanced French to speak French.
- Organization of French speaking meetings once a week.
- Creation and assessment of oral exams for students.

- Volunteer to teach French to beginners and intermediate students.

### ***EDUCATION***

February 2011 - April 2011 - **University of Alberta** - *Edmonton, AB, CANADA*

**Course "Writing about science"**

- 20-hour course about writing about science in magazines and newspapers.

September 2008 - September 2010 - **University Lyon 2, Faculty of Languages** - *Lyon, FRANCE*

**Masters' degree in Medical translation**

- Medical and pharmacological translation and writing in English and French.

Sep 2005 - Jun 2008 - **University Lyon 2, Faculty of Languages** - *Lyon, FRANCE*

**Bachelor of Applied Foreign Languages in English, German and French**

- Technical translation and cultural studies in English, German and French.

### ***HOBBIES AND INTERESTS***

- **Computer skills:** Good knowledge of Microsoft Office and CAT tools: SDL Trados Studio, SDL Trados (SDLX, Idiom World Server, TagEditor...), SDL Multiterm SDL Passolo, Alchemy Catalyst.

Strong knowledge of Internet, daily use of Internet Explorer and Mozilla Firefox

- **Interests:** Sports - swimming, yoga, African dance...- Travelling, Cinema, Reading, and especially Foreign Languages and Cultures

- **Voluntary work:** volunteer in a community cinema, occasional help to raise money for charity

### ***ACHIEVEMENTS***

Wrote a report about trace elements involved in sports that is used by French sports team.