

J É R Ô M E L E R O U X
FRENCH NATIVE

Translator from English and Italian to French

I lived in Italy from 2002 to 2007 (Naples and Salerno) and I am now based in Dublin, Ireland from 2008 to present.

Areas of expertise and experience in translating:

*Marketing & Advertising - Tourism, Hospitality & Travel - Art & Culture - Press & Journalism - Legal - Technical
- Business communication*

I currently work as a freelance translator in Dublin, as well as for the Customer Care team of a leading American software company.

I provide an excellent customer service experience and I am accustomed to meeting urgent deadlines. I have good computer skills including office software and internet research. I use Wordfast and MemoQ as translation memory software.

Education and Training

- 2006 **Masters' Degree in Professional Translation** - English, Italian and French
Institute of Translators, Interpreters and of International Relations (ITI-RI)
(Strasbourg, France)
- 2005 **Translation internship in French, Italian and English** (3 months)
Swan translation agency (Naples, Italy)
- 2004 **Bachelor's Degree in Applied Foreign Languages**
Specialisation in Translation: English, Italian and French with Law & Economics
- *Sorbonne Nouvelle University* (Paris, France)
- *Salerno University* (Italy): Erasmus programme from 2002 to 2003

Professional experience

From July 2011

Freelance Translator: English & Italian to French

JeromeTranslating

- . Collaboration with translation agencies, companies and direct customers.
- . Translation from ENG. to FR. and from IT. to FR., Proofreading of FR. and Revision, Quality Assurance (QA).

. Main fields and examples:

Marketing & Advertising

(Products description, Catalogues, Events, Marketing e-mails...)

Tourism, Hospitality & Travel

(Guides, Brochures, Leaflets, Menus...)

Technical

(Manuals, Instructions for use, Technical e-mails about software issues, Quality certificates, Products description...)

Legal

(Procuration for sales of property, Wills, Grants of probate, Wedding certificates, Court appearances, Boat sales contract...)

Business communication

(Monthly Newsletters, Quarter results/CEO all employee message final, Human resources benefits, PowerPoint presentations, Global Workplace Solutions, Automotive Seating, Letters from the city hall of Rome and Naples, CVs...)

Art & Culture

(Art website localization, Products description such as posters, prints, plaques and framed art, Biographies of artists, Description of artistic styles and inspiration...)

Press & Journalism

(Press kit, Press releases, Articles...)

From June 2009

Translator and Customer Care representative

BMC Software, (Dublin, Ireland)

Translation of communications between Technical Support and end-user customers during the resolution of technical issues: French and Italian to English, and English to French and Italian, translation of questionnaires of satisfaction, surveys, audits of performances, requests for enhancement, meeting reports, IVR voicemails, test plans, reports, installation steps, etc...

Customer Care tasks: processing of e-mails, resolution of customers' issues: contract, login, access to the support website, products download issues... Close collaboration and regular communication with Renewals, Sales, Partner services and Technical Support.

Sept. 05 – Dec. 07

Trilingual Tour guide

Napolisotterranea, private cultural association (Naples, Italy)

I was in charge of guiding groups of up to 50 tourists in the undergrounds of Naples including visits to the city's Greek - Roman Aqueduct (1h) and the Roman Theatre of Nero (30 min.) in French, English and Italian.

I also translated and proofread the brochures and timetables in French and English from Italian.

Feb. 1st - Jul. 27th 07

French language assistant in a nursery school

Asilo svizzero, nursery school (Naples, Italy)

I was in charge of teaching French to children aged from 2 to 5 years. Communication with the children was exclusively in French.

Sept.05 – Jul. 06

Translator in French, Italian and English

Swan translation agency (Naples, Italy)

From Italian and English into French, and from English and French into Italian:

- Technical translations (manuals of instruction, etc.)
- Legal translations (wills, court appearances, contracts, etc.)
- Tourism translations (brochures, guide, etc.)
- Medical translations (press articles, reports, etc.)
- General translations (press articles; Newsletters; internal company communications, etc.)

Languages

French	Mother tongue
English	Proficient User / Fluent, CEFR level C2*
Italian	Proficient User / Fluent, CEFR level C2*

*Common European Framework of Reference for Languages (CEFR) level

Computer Skills

- Computer-assisted translation software (CAT):
MemoQ, Wordfast, Wordbee, notions of Trados.
- Excellent command of Microsoft Office tools (Word/Excel).
- Excellent Internet research skills.
- HTML knowledge (management of HTML tags within CAT tools).

Experiences abroad

- I arrived in Dublin, Ireland, on August 17th 2008.
- I lived in Naples, Italy for 2 and a half years from May 2005 to December 2007.
- I studied one year in Salerno, Italy, from 2002 to 2003.