

# Claire Rascle

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## PROFILE

- Entrepreneur with 16-year successful track record in 3 European countries
- Linguistic academic background with multiple postgraduate degrees complemented by experience in technical industries, from IT and new media to architecture and design
- Qualified Member of *Institute of Translators and Interpreters* and member of *Société française des Traducteurs*
- Unique balance of creativity and structured mind, able to visualize the goals to achieve and think outside the box
- Strong sense of commitment, excellent memory and keen eye for details
- Solid coordination and organizational skills, natural talent at managing projects and liaising with stakeholders
- Proven ability to improve processes to achieve goals of quality, consistency and rapid execution while delivering on clients' expectations, in any tone of voice
- Natural facility to understand and adapt to working/cultural environments
- Enthusiastic character and great team player encouraging positive attitude

## PROFESSIONAL EXPERIENCE

**French Translator, Freelance, UK, The Netherlands, France**

**Apr. 06 – present**

*Scope: Translation agencies, Publishers, Companies*

- Translate and proofread medium to high volume projects for recurrent clients across Europe and USA
- Liaise closely with clients to provide feedback and quality assessment on the translations proofread
- Experience of millions of words in customer-centric technical and marketing translation, with consistent high quality standards in all tones of voice, from creative advertising to user manuals of medical equipment
- Specialization in Web & IT, design & graphic arts, legal documents, medical equipment & technologies
- Broad experience in the localization of software, user manuals and terms and conditions
- Credited for the translation of a selection of books about design and graphic arts-related techniques, currently on the market on Amazon

**Project Manager, Overtaal-Transperfect, Utrecht, The Netherlands**

**Sept. 13 – Dec. 13**

*Scope: Global translation projects*

- Responsible for the financial health of projects: set budgets, negotiate pricing with vendors and clients, manage mark-ups, raise POs
- Responsible for the full project execution: set planning and deadlines, assign resources and vendors, manage production teams and files, ensure efficient running up to delivery within deadlines, manage client feedback
- Point of contact between all stakeholders in the lifecycle of projects: clients, internal and external production teams, department management

**Copywriter, Office Depot, Venlo, The Netherlands**

**Aug. 2011 – Jan. 2013**

*Scope: E-Commerce, Marketing & Merchandizing, SMB Belgium and Swiss Markets*

- Write customer-centric creative selling copy for the various print catalogues, email campaigns and commercial Web sites for existing clients and prospects
- Write and localize marketing materials to be sent to clients and partners for special offers or events, from English, Dutch and German into French
- Responsible for the translation of corporate internal communication updates
- Resource the copywriting tasks within the French team and externally, track progress and manage deadlines
- Point of contact for any linguistic matter in French across departments as Lead French linguist
- IT point of reference within the Copywriting department
- Initiated a linguistic sign-off process to check the proofs before publication

- Developed a French style guide to harmonize the terminology used by the French teams across departments and improve the quality of materials sent to clients
- Created a marketing copy archive to streamline the writing process and accelerate catalogue production
- Staffed and trained additional resource in the French copywriting team
- Initiated regular lunch meetings with the French native speakers of various functions and departments

#### **French Translator, SDL International, Maidenhead, UK**

**Jan. 05 – Apr. 06**

*Scope: Global companies and market leaders*

- Translated and proofread small to medium and high volume projects for global market leaders in various fields (design software, IT hardware, software & network technology, mechanical engineering, telecommunications, electronics, medical equipment, marketing & advertising)
- Responsible for test, bug escalation, fix implementation and sign-off of the software localized
- Responsible for linguistic sign-off of deliverables before delivery to clients
- Advised voice-over actors for linguistic adequacy of voice-over recordings
- Liaised closely with SDL project managers and clients to ensure high quality and correct implementation of the clients' preferred terminology
- Planned and outsourced translation jobs to freelancers according to deadlines and budgets

#### **Trainee Translator, AB Traduction, Lille, France**

**June 04 – Sept. 04**

*Scope: Commercial and private clients*

- Proofread patents and technical documentation
- Translated legal certificates

#### **Online Publishing Manager, Pictime, Lille, France**

**Nov. 99 – July 03**

*Scope: Vendor for Microsoft France*

- Responsible for end-to-end contents of several market-specific Microsoft websites from content delivery to HTML coding, creation of graphics and publication: Office and Mac products, Education, OEM and EMEA Intranet
- Responsible for the implementation of marketing actions through email campaigns, promotional banners and event pages
- Responsible for market analysis through statistical analysis of hits
- Liaised closely with the client on a regular basis to define and plan the editorial approach
- Localized internal applications and software
- Developed user guides to support usage of clients' and internal applications and software
- Initiated the writing of internal methodology

#### **Bilingual Technical Writer, CRDP, Lille, France**

**May 99 – Nov. 99**

*Scope: Trainee placement for an educational multimedia project of a local government authority*

- Sourced the information on which the project was developed as a website, a CD-ROM and a video
- Wrote the contents of the website and CD-ROM in English and in French
- Co-defined the look and feel of the website (master touch of point) with the graphic artist
- Wrote a study report on project management

### **EDUCATION**

#### **Training – Teacher of French as a Foreign Language, CNED, France**

**2014-2018**

*Followed and passed all the modules of the national training program DAEFLE (Diplôme d'aptitude à l'enseignement de Français langue étrangère), distance learning*

#### **Université de Lille III, Lille, France**

**2004**

*DESS (Master+), Technical, Legal, Economic Translation – Study report on tone of voice, as a portfolio of translations about skyscrapers, from children book to professional technical specifications*

#### **Université de Lille III, Lille, France**

**1999**

*DESS (Master+), Communication and Technical Writing for New Media – Study report on project management*

**Université d'Avignon, Avignon, France**

**1998**

*Master, English Language and Literature – Thesis on architecture in cinema*

**University of Central Lancashire, Preston, UK**

**1997**

*BA, English Language and Literature, extra module on urban architecture*

**F. Mistral High School, Avignon, France**

**1994**

*Baccalauréat (equivalent of A Levels), Foreign Languages*

## **LANGUAGES**

- French (mother tongue – target language)
- English (near native level – source language)
- Italian (intermediate)
- Dutch (intermediate)
- Norwegian (basic knowledge)
- German (basic knowledge)

## **COMPUTER SKILLS**

- Advanced knowledge of CAT tool SDL Trados for daily translation assignments
- Very good knowledge of MS Office tools for planning, documentation and tracking of work progress
- Familiar with design tools of Adobe Creative Suite for taking part in the localization of InDesign, Illustrator, Photoshop, Lightroom and After Effects in particular
- Familiar with other CAT tools: Wordfast, Passolo

## **COMMUNITY SERVICE**

- International Pub Quiz organisation, Eindhoven, The Netherlands: helped with the organisation of a weekly event
- French conversation tutor, Eindhoven, The Netherlands: facilitating weekly conversation class
- Private French tutor to native English adult, Maidenhead, UK: conversation practice using various media
- Private English tutor, to native French 7-9 year-olds, teenagers, professional, Lille, France: from interactive play with words and sounds using various media to business role-play
- Language lab tutor, Université d'Avignon, France: managed and facilitated practical oral training of students of English

## **SOCIAL ACTIVITIES**

- Participate in international Pub Quiz
- Enjoy swimming, photography, listening to music and watching movies
- Enjoy travelling and interacting with people from different cultures