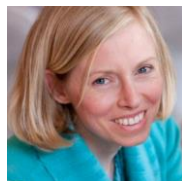


**CAROLINE EMMA HUGHES**

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Born April 12, 1978, 2 children  
 Native English, bilingual French  
 Micro-entrepreneur (FR, VAT exempt)  
 FR Company No. 528 465 982 00023

**TRANSLATION, REVISION, PROOFREADING, POST-EDITING - FR>EN, EN>FR, DE>EN**

Specialisations: international development, game rules, human resources, food and drink

Having studied languages at the University of Cambridge before spending seven years working in international human resources, I have been a freelance translator since 2010. I attach great importance to thematic and terminological research, and I am fastidious about proofreading and grammar.

**MAIN PROJECTS**

**General translations (FR>EN) - for THOT Translation and private clients (300k+ words over 8 years)**

- Translation and revision of historical and tourist articles for high-end magazines
- Translation and proofreading of game rules, catalogues, legal documents etc. for DJECO
- Translation of websites and brochures (several Jura wineries and Noirlac Abbey (FR))
- Translation of texts accompanying 5 books of photographs on the places and industries of Franche-Comté (FR)
- Other translations: luxury real estate, artists'/musicians' presentations, academic articles (philosophy/history)

**Translations in international development (chiefly EN>FR; 500k words for Plan International and Save the Children)**

- Project proposals and reports, training materials, strategic documents, PowerPoint presentations
- Documents that often focus on gender issues, the socio-economic integration of young people and migration

**Interpreting (FR> EN)**

- Consecutive interpreting for the Jura Wine Board (FR), accompanying a group of American journalists, 5 days
- Consecutive interpreting for the Burgundy Region (FR) for a South-African delegation, 1 day

**PROFESSIONAL EXPERIENCE**

Apr 12 - Oct 17	<b>Team Supervisor, Farming Replacement Service, SOELIS, Lons-le-Saunier, France (part-time)</b> <ul style="list-style-type: none"> <li>▪ Timetabling the interventions of team of 20 employees, employee support, relations with farmers</li> <li>▪ Suggested/created Excel and Internet tools to streamline administration of 200+ seasonal employees</li> </ul>
Apr 09 - Apr 12	Parental leave (as well as administrative and commercial support for my winemaker husband)
Nov 05 - Apr 09	<b>HR Manager, Formathèmes, Montpellier, France (9 private schools, over 500 employees)</b> <ul style="list-style-type: none"> <li>▪ Organisation charts, recruitment, employment contracts, training, compensation, relations with employee representative bodies, safety assessments, social reports, dismissals, employment tribunal hearings</li> <li>▪ Writing letters, minutes, strategy documents, procedures etc. in French</li> </ul>
Dec 03 - Sep 05	<b>Corporate Training Officer, Gefco (PSA logistics subsidiary), Courbevoie, France</b> <ul style="list-style-type: none"> <li>▪ Supervising and monitoring the training function within foreign subsidiaries</li> </ul>
Feb - Nov 03	<b>Trilingual Executive Secretary, George V Restauration, Paris, France</b>
May - Dec 02	<b>Change Management Assistant, Quest International, Ashford, UK</b>
Jan - Apr 02	<b>HR Assistant, Port Lympne Wild Animal Park, Hythe, UK</b>
Jul - Nov 01	<b>Terminology Intern, UN World Food Program, Rome, Italy</b>

**EDUCATION**

2000 - 2001	<b>Université Libre de Bruxelles, Belgium:</b> Masters in HR Management and Organisational Dynamics
1996-2000	<b>University of Cambridge (Jesus College), UK</b> Masters (MA Cantab) in Modern and Medieval Languages, French & German, 2.1
1998 - 1999	A year of philosophy studies in Besançon, France, and Tübingen, Germany

**SOFTWARE SKILLS**

- MS Office Suite; HR Access; Business Objects reports
- Wordfast Anywhere, Matecat

**INTERESTS**

Volunteering	<ul style="list-style-type: none"> <li>▪ 2004 - 2005: teaching French as a foreign language with the charity GERMAE (FR)</li> <li>▪ Since 2014: Treasurer then President of Déclic, an association which runs a Montessori nursery/primary school (FR)</li> </ul>
Miscellaneous	<ul style="list-style-type: none"> <li>▪ Cooking, gardening, skiing, cycling, courses in non-violent communication /collective intelligence tools</li> </ul>