



Tristan Jimenez

Reliable English to French Translator Proof-reader & Transcriber

Native French Speaker

CONTACTS

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AREAS OF EXPERTISE

- Translating / Proof-reading:
 - Business
 - Nutrition
 - Technical
 - Music, Tourism

PROFESSIONAL

- SDL Trados Studio 2011 Training
- National Certificate for Personal Licence Holders
- NVQ Level 1 in Health & Safety
- A-Level in Science

KEY SKILLS

- Able to fluently speak, write and read French and English
- Excellent communication and social skills.
- Highly skilled in Word, Excel, PowerPoint, Gimp.
- Use of CAT tools
Computer assisted Translation

PERSONAL PROFILE

Responsible, reliable and organised translator with proven ability to translate written documents from English into French, always within deadlines. I am available 7 days a week and can operate on a quick turn-around. I take pride in working to a high standard. I am looking for a successful company that provides great opportunities in career development.

CAREER HISTORY

2011-2012 Translator (*English into French*)

- **NUTRITION:**
 - Translation of 1300+ [Articles related to Nutrition](#) – 95 000 words
 - Translation of a [Website selling nutritional supplements](#) – 10 000 words
 - Translation of a [Nutritional flyers, brochures](#) – 3000 words
- **TECHNICAL:**
 - Proofreading a [Car Service Manual](#) – 50 pages
 - Translation of a [Car Service Manual](#) – 30 000 words
 - Translation of a [Spare parts Manual of an Bus](#) – 29 000 words
 - Translation of a [Website selling Cars Accessories](#) – 6 000 words
 - Proof-reading a [SONY brochure of cameras and lenses](#) – 20 000 words
 - Translation of a [Programming Manual](#) (technical) – 2000 words
- **BUSINESS:**
 - Translation of [Press Releases related to Datacenters 2012](#) – 2000 words
 - Translation of a [Business Press Release related to C2C](#) – 500 words
 - Translation of a [Sales Policy Document](#) – 500 words
 - Translation of 3 [Business letters](#) – 800 words
 - Proof-reading a [Training Description](#) – 4500 words
 - Translation of a [Financial Movement Strategy](#) – 2200 words
- **OTHERS:**
 - Translation of a [Legal Company Act](#) – 4500 words
 - Translation of a [Brochure](#) – 4500 words
 - Translation of a [Website related to voice over bookings](#) – 3600 words
 - Subtitling a [Military Documentary](#) – 50 minutes
 - Translation of 21 [Online Games related Articles](#) – 10 000 words

2011-2012 Transcriber (*French & English*)

- French Transcription ([Apple, Nokia & Samsung](#)) – 74 h
- English Transcription ([Apple & Samsung](#)) – 12 h

2006-2011 Manager - *Balls Brother (UK)*

Responsible for: 20 employees (recruiting, training, briefing and motivating), the business plan, marketing and promoting the business, the stock as well as the stock takes, and the finances including expenses, takings, wages, P&L analysis, etc.

REFERENCES – Available upon request.