

Laura Whigham-Trouvé

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SUMMARY

Detail-oriented and reliable Native English speaker translating from French and Russian.

LANGUAGES AND IT SKILLS

ENGLISH – native level, US & UK

FRENCH – native level

RUSSIAN – fluent, written & conversational

Proficient user of Trados SDL Studio, Wordfast, Word, Excel

AREAS OF TRANSLATION EXPERTISE

Tourism, Gastronomy, Fashion, Beauty

Marketing, Market Research, PR

Literature, Literary Theory, Social Sciences

Real Estate (catalogs, lease agreements)

PROFESSIONAL EXPERIENCE

FREELANCE

SEPTEMBER 2006 – PRESENT

French/English/Russian Translator and Interpreter, various locations

- Translation of marketing materials, academic papers, books and other content for various clients
- Consecutive interpreting for business meetings, trade shows

RELAXNEWS

JULY 2013 – OCTOBER 2015

In-house French/English Translator, Paris, France

- Translation of time-sensitive news articles on leisure topics (gastronomy/tourism, fashion/beauty, tech, TV & film cars, health/fitness) from French to English and English to French

PARIS COLLEGE OF ART

Records Manager, Paris, France

JANUARY 2012 – JULY 2013

- Management of student records (electronic and paper), coordination of course scheduling
- Counseling students on academic advising, schedules and life in Paris

CONSULAT GENERAL DE FRANCE

NOVEMBER/DECEMBER 2011

Pre-Elections Assistant, Atlanta

- Verification of contact details for French citizens living in the Consulate's circumscription by telephone and email
- Maintenance and updates to Register of French Citizens living abroad

REPORT INTERNATIONAL (now Carma)

FEBRUARY 2008 – JULY 2011

Account Manager, London, UK

2010 - 2011

- Ascertained clients' needs on an ongoing basis to inform project planning for IT, Operations and Fieldwork teams
- Trained report writing team and oversaw delivery of 13 monthly media insight reports on tight deadlines
- Developed briefing materials and carried out performance reviews for over 30 media analysts
- Continually updated the format of reports and the project methodology as client's needs evolved

Project Assistant and Media Analyst, Bordeaux, France

2008 - 2010

- Coordinated with account managers to execute quality control checks and deliver media insight reports
- Compiled, summarized and delivered a daily report for the company's largest client before 9:00am Monday through Friday
- Provided detailed analysis of articles from French media titles on a daily basis within the scope of media monitoring projects

INSPECTION ACADÉMIQUE DE LA GIRONDE

OCTOBER 2006 – JULY 2007

Primary School English Language Teacher, Bordeaux, France

Prepared and delivered bi-weekly English lessons for six classes of French school children aged 8 to 11

EDUCATION

EMORY UNIVERSITY, May 2006

Bachelor of Arts in French Language and Culture and Russian Language and Literature

- GPA 3.74; Four-year diploma completed in three years
- Bray Prize for Excellence in French, REALC Award for Excellence in Russian

SAINT PETERSBURG UNIVERSITY, 2005

Advanced Level Russian Language Certificate

- Intensive summer semester of Russian language and history courses

INSTITUT D'ETUDES FRANÇAISES D'AVIGNON, 2006

- Summer semester of graduate-level courses taught in French (recipient of a merit-based scholarship)