



TRANSLATION
English / French

SYLVIE JEANDET - SJ SCRIBE

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Website: www.sjscribe.com/en

Mother tongue: French

Lives in France – 8 years working experience in Switzerland

English: excellent

Lived and worked in the USA and New Zealand

Translation from English into French

Full member of the **Chartered Institute of Linguists**, UK

I have been working as a freelance translator since **2013** and have been providing translation work through various experiences since **2005**. I have translated approximately **55'000** pages in the following fields:
administrative, business, international relations, marketing, tourism and technology.

I participate to the Global Voices initiative by translating articles (volunteering).

SKILLS AND COMPETENCES

IT: Microsoft Office, Windows (up to Windows 10), Scribus, The Gimp, PDF

CAT tools: MemoQ, OmegaT

Example of work provided for a few regular clients or for some employers in alphabetical order:

- ◆ **Inogami s.r.o.** – Prague, Czech Republic
Website and marketing documents in the field of Fashion
- ◆ **Mountain Community** - Albertville, France
Websites and marketing documents in the fields of Tourism and Outdoors
- ◆ **NonStop Gym SA** - Geneva, Switzerland
Website, communication material, marketing documents, general terms and conditions, contracts, proofreading in the field of Sports
- ◆ **Patek Philippe SA** - Geneva, Switzerland
Technical guides and administrative documents in the field of Technology (luxury horology)
- ◆ **Private clients** - France, Germany, Switzerland, USA
Administrative documents, resumes and cover letters, private documents and projects, products data sheets, travel documents
- ◆ **Publicis Conseil** - Paris, France
Websites for Garnier – Cosmetics, marketing
- ◆ **The Graduate Institute of International and Development Studies** - Geneva, Switzerland
Administrative and communication documents in the fields of International Affairs and Social Science (publications, annual reports, website updates, administrative documents to/from international organizations such as the United Nations)
- ◆ **The McClay Library** - Belfast, Northern Ireland
Communication material, administrative documents, contracts and technical guides in the fields of Technology and Legal
- ◆ **TranslatedNet** – Rome, Italy
Adwords campaigns for Google.

Strong international experience:

French is my mother tongue and I have perfected my knowledge of professional English through my stays and experiences abroad, especially in the fields of tourism and marketing.

- ◆ Since 2013 **Freelance translator**, SJ Scribe
- ◆ Since 2015 Assistant to the Director of Public Relations, The Graduate Institute of International and Development Studies, Switzerland
Part-time job to gain expertise in international affairs and social science
- ◆ 2008 - 2012 Marketing Functional Expert, Procter & Gamble, Switzerland
- ◆ 2006 – 2008 **Translator** working for a specific client, Education Track Inc., USA
- ◆ 2006 - 2007 Executive Assistant, Grand Mercure St Moritz, New Zealand
- ◆ 2003 - 2005 Hotel Receptionist/Administrative Assistant, France
- ◆ 2002 - 2003 Guest Service Agent, RockResorts, USA
- ◆ 2000 - 2001 Hotel Receptionist/Administrative Assistant, France
- ◆ 1999 - 2000 Personal Assistant for a family of attorneys, USA

Education

- ◆ 2014 Diploma in Translation (level 7) passed with a “Merit”, Institute of Linguists Educational Trust - Specialty fields: General, Business and Social Science
- ◆ 2012 Webwriting Certificate, Chamber of Commerce and Industry, Lyon, France
- ◆ 2010 Public Writing Certificate, CNED, France (distance learning)
- ◆ 1999-2000 Anthropology classes, Saddleback College, USA
- ◆ 1997-1998 Studies of Tourism, CNED, France (distance learning)
- ◆ 1995-1996 Studies of Foreign Languages applied to International Business, University of Savoie, Chambéry, France - French, English and German

A FEW REFERENCES

- ◆ [The Graduate Institute of International Relations and Development Studies](#)
“ Sylvie is an outstanding translator with a perfect grasp of the nuances of English/French translations.” - Dougal Thomson, Head of Communication
- ◆ [NonStop Gym SA](#)
“ Great expertise and very skilled. Takes the time to know the brand to sharpen the communication even further.” - Ellen Berg, CEO
- ◆ [Sports Meribel Village](#)
“ Thank you for your work. It’s perfect, absolutely no rework or improvement needed. ” - Elodie Larangeira, Owner at Mountain Community
- ◆ [Garnier](#)
“ You have well identified keywords from Garnier. ” - Minda Bouanda, Project Manager, Publicis Conseil

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Google +: [SJScribeTraduction](#)
