**Véronique RABUS**

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**Language Trainer / English>French Translator**

**WORK EXPERIENCE**

**English Trainer** at the IUT (Biology Engineering University + Business and Administration Management University) - Dijon - September 2016 to present

•Teach English to freshmen, second-year students and students preparing a degree. I prepare courses and tests, help students to write cover letters and CVs, assess their oral skills through oral reports they have to present in class, work on technical documents and vocabulary with the degree students, etc.

**English Trainer** at the Burgundy School of Business - Dijon - September 2016 to September 2020

•Teach English to students specialized in Marketing and Management, Finances, etc. (Master students, Bachelor’s Degree students).

Have also taught TOEIC and IELTS courses.

**English trainer** at CESI Dijon (a vocational training center specialized in computing, quality, safety and environmental matters, etc.) – September 2015 to present.

**French Translator** - Self-Employed - July 2014 to present

• Translated menus and company brochures from French into English for Le Château de Gilly, a prestigious mansion turned into a hotel and restaurant in Burgundy (France).

•Translated an American political thriller (130,000 words) now sold on Amazon.com and two novelettes by the same author, Robert W. McGee.

•Collaborate with SDL, the world top translation software company, working for international firms like Jaguar Land Rover, Honda, DAF, Husqvarna, Hitachi, Philips Healthcare, Nissan, Motorola, Exxon, etc. on translation and post-editing assignments (technical and marketing documents, website translation, for instance).

**English Trainer** at the CFAI – Dijon – August 1998 to July 2014

• Prepared students to pass a Higher National Certificate in the industrial area (Computer -Integrated Manufacturing, Maintenance, Electrical Engineering, and Machine Design):

• Worked on different types of documents in English (videos, press articles, etc.) about new technology (renewable energy, automotive, etc.), the world of work, work safety, the environment, etc.

• Prepared the exam subjects, had students take them and assessed them orally.

• Helped students write reports on their company activities (grammar, spelling and terminology checking) and gave them oral practice (mock vivas).

**Wine Seller** at Aegerter – Beaune – 1997 to April 1998

• Greeted and helped French and foreign customers interested in wine.

• Was in charge of receiving products and arranging the store.

**EDUCATION**

**Master's Degree in Translation** - CI3M - Cesson-Sévigné (35) - 2012 to 2014

**Bachelor of Arts in English** - Université de Langues de Dijon - 1992 to 1995

**SKILLS**

•Foreign Languages : English (fluent) ; Spanish (intermediate) ; German (basics).

•Teaching (22 years).

•Translating (7 years).

**CERTIFICATIONS**

**TOEIC (Test Of English for International Communication)** - October 2011 to November 2013

I reached the score of 960.

**TOEIC Test Centre Administrator** - November 2019, November 2020

**ADDITIONAL INFORMATION**

Computing Skills:

• MS Office 10, Open Office version 3, Adobe Acrobat 11.

• The Gimp (graphics).

• SDL Trados Studio 2011, 2014 Freelance Plus and 2017 Freelance Plus.