



Alix DEHAYE - e-mail : alix.dehaye@live.fr - <https://www.proz.com/translator/2117705>

TRANSLATOR - INTERPRETER EN/FR

PROFESSIONAL EXPERIENCE

2019 | Hired by the professional theater company “Feuille de Scène” in Pavie, France : as actress, communicant, in charge of the community management, creation of the company’s website, e-mailing prospects, etc...

2016 - 2018 | English Teacher for “Le Club des Loisirs” association in Montignac, France : provided lessons to a group of adults (beginner and intermediary levels).

Spanish Teacher for “Amicale Laïque de Montignac” association in Montignac, France : provided lessons to a group of adults (beginners)
Private English Teacher, two 7th grade students.

2017 | Responsible for the cultural/leisures activities and workshops for both adults and children offered all year long by the association **“Amicale Laïque de Montignac”** in Montignac, France.

Translated/proofread FR/EN documents relative to a **CIOFF (International Council of Organizations of Folklore Festivals and Folk Arts)** event.

SKILLS

•Languages:

French : native
English : bilingual
Italian : fluent (written)
Spanish : fluent (written)
Dutch : beginner

•Computer:

Office (Word, Excel, Powerpoint)
Wordfast (translation software)
Outlook
Mac OS
Community Management

2016 | Free lance mission EN-FR for Naturopathy therapist Marie-Joseph Lachal in Périgueux, France : Translated paper and video support documentation

2016 | Fiscality Assistant EN-FR, Certified Public Accountant Office *Fiscaly* in Montignac, France. Worked on disputes between the French Tax Department and foreign clients. Prepared tax returns 2016 (foreign income taxation in France) Translated administrative and legal documents from both English and Italian to French. Translated and wrote informative texts to English-speaking customers.

2015 | Renewed Free Lance Mission for Private Real Estate Owner F. Sheridan Translated and wrote rental agreements. Translated descriptive textes for advertisement.

2015 | Private English and Italian teacher in Crépy-En-Valois, France. Gave English lessons to the IT manager of a world top cosmetic company, and to a 10th-grader (scientific speciality). Gave Italian Lessons to a Bachelor Student in International Business

2014 | International Complaints department Agent - Volkswagen Group France in Villers-Côtteret, France. Multi brands **Volkswagen, Volkswagen Professional, Skoda, Seat, Audi.** Worked on customer complaints involving the German factory, and the other importers, both in English and Italian. Translated a technical document (fire accident) from Spanish to French

2012 | Sales and logistic assistant for the French Market, **Covidien (Medical devices company) in Dublin, Irland.** Processed orders from customers (French medical establishments, wholesalers, laboratories). Worked on credit and returns cases (pricing, delivery, quality, invoicing) . Internal and external calls (customers, FR sales staff, EU warehouses)

2011 | Free lance mission FR-EN for Royal Zebra, French clothes brand
2012 Translated descriptive and contractual texts from French to English

2011 | Front desk Agent French English - Ministry of Ecology Paris
Operated the Reception Desk for International Guests, including Phone Duties
Managed the Agenda of the Director

2011 | Public Relation Agent for A.M.P. Production and les Têtes de Pub -

2010 | Arranged Talents and Acted as Journalist for Alix Angels Show at web radio www.radionomy.com/radio110ruedesamandiers

EDUCATION

2009 | Bachelor in International Business, EDC Paris
2006 | Living Certificate in Social and Economic sciences