



## Mélissa GOETGHEBUER

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Sex Female | Date of birth 30/08/1990 | Nationality Belgium

### Certified **English/Russian** into **French** Translator / Reviser Specialized in European institutions, International relations and Law

#### WORK EXPERIENCE

From May 2016 to today

#### **FREELANCE LEAD TRANSLATOR/REVISER FOR EU PROJECTS** *Intertranslations Ltd.*

In the framework of the cooperation between *Intertranslations Ltd* and the European Parliament, the European Committee of the Regions, the European Economic and Social Committee and the European Court of Auditors:

- Review of sample tests in order to select new translators to build the team;
- Meetings at European Parliament (Luxembourg) with French Translation Unit representatives;
- Review of translators' tasks, as well as final check before sending documents to EU clients;
- Translation

From November 2015 to today

#### **FREELANCE TRANSLATOR**

*Windrose Translation Services*

- **Documents for European Parliament, European Committee of the Regions, European Economic and Social Committee and European Court of Auditors** (draft budgets, budget reports, minutes of meetings of EP groups, petitions, notices to members, preliminary draft opinions, amendments, working documents, motions for resolutions, etc.);
- **Legal agreements** (employment contracts, non-disclosure agreements, terms and conditions of sale, mandates, trust agreements, business loan agreements, material releases, location releases, appearance releases, intellectual property audit, etc.);
- **Diplomas, certificates and consulate stamps;**
- **NGO's websites** (fighting for the human rights of autochthons before the EU/UN, against malaria worldwide, etc.);
- **Guide books;**
- **Movie screenplays.**

From November 2015 to June 2016

#### **LEGAL ASSISTANT**

*Cambier Association d'avocats*

From October 2015 to today

#### **VOLUNTEER TRANSLATOR** (NGO)

*DoCip*

- Translate the NGO's website and documentation from Russian into French/from French into Russian.

From January 2015 to May 2015

#### **TRAINEE TRANSLATOR**

*Belgian Ministry of Defence*

- Translate, transcript and summarize texts from English and Russian into French (written/audio documents).

## EDUCATION AND TRAINING

From September 2013 to  
September 2015

### Master's degree in translation (European institutions)

*Institut libre Marie Haps*

- Translation in the following field: European institutions, international relations, economics, law.
- Courses related to Russian, English and French linguistics and to EU history, law, economics, politics, etc.

From September 2010 to  
September 2013

### Bachelor's degree in translation and interpretation (EN/RU>FR)

*Institut libre Marie Haps*

- Translation and interpretation from English/Russian into French and from French into English/Russian
- Courses related to Russian, English and French linguistics, political sciences, economics, history of Russian/English speaking countries, etc.

## PERSONAL SKILLS

Mother tongue(s)

French

Other language(s)\*

	LISTENING	READING	SPEAKING	WRITING
English	C2	C2	C1	C1
Russian	C2	C2	C1	B2
Spanish	B1	B2	A2	B1

\*according to [Common European Framework of Reference for Languages](#)

Digital competence

### Computer assisted translation

tools:

- SDL Trados Freelance 2015
- MemSource
- Antconc
- SDL Multiterm
- SDL Tag Editor
- Winalign

Office technologies:

- Microsoft Office
- Microsoft Outlook
- Adobe acrobat
- HTML basics
- Dlex (lawyer management software)
- SOGIC (rental management software)
- SpeechExec Transcription

## ANNEXES

1. *Master's degree certificate*
2. *Letter of reference (DoCip)*