

CURRICULUM VITAE – JENNY RIMBAULT

Nationality: British

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PROFESSIONAL EXPERIENCE

- June 2016 – present **Southbourne Translations Limited** (Bournemouth, UK)
– Freelance translator
Translation from French into English, specialising in legal and financial texts, for a range of private clients and translation agencies.
- June 2011 – April 2016 **Skadden, Arps, Slate, Meagher & Flom (UK) LLP** (London)
Oct. 2006 – May 2011 **Skadden, Arps, Slate, Meagher & Flom LLP** (Paris)
– Translator and Legal Assistant
Translating documents from French (and also from Russian, Spanish and Italian) into English, including contracts, minutes, correspondence, litigation exhibits, technical banking and accounting documents, court pleadings, legal doctrine & case law, etc., often within very tight deadlines and with total accuracy. Responsible for creating and maintaining model form documents and translation glossaries, quality control of translations carried out in house and managing the outsourcing of translation work to agencies. Also general paralegal tasks.
- Sept. 2003 – Sept. 2006 **Gide Loyrette Nouel** (Paris) – Bilingual Legal Secretary
Assisting two partners in the real estate department of a leading French law firm, including with the translation of correspondence, lease agreements, contracts and litigation documents, plus extensive diary management, audio typing in French & English and high-level client contact.
- Jan. 2001 – Aug. 2003 **Herbert Smith** (London (2001-2002), Paris (2002-2003)) – Business Development Specialist
Business development for the energy and infrastructure department, including drafting presentations and proposals, media relations, maintaining marketing materials (brochures, intranet and internet), database management, competitor and client research, all in French and English. Also acting as marketing assistant for the Moscow, Prague and Warsaw offices.
- April 1999 – Jan. 2001 **Corporate Value Associates** (London) – KM assistant & PA
Bilingual PA to French founder and managing partner of an international management consultancy firm (14 months), then promoted to research and knowledge management system assistant (8 months).
- Sept. 1998 – March 1999 **LUKoil Europe Ltd** (London) – Bilingual Receptionist
Operating a busy switchboard in Russian and English and welcoming clients at a leading Russian oil company's London headquarters.

ACADEMIC QUALIFICATIONS

1994 – 1998	BA Hons (1 st class) – Modern History & Modern Languages (Russian), St. John’s College, University of Oxford Degree course included a 12-month stay in Russia, working as a teacher of English as a foreign language at the Tomsk State Science University, Russia
1991 – 1993	5 A Levels (English Literature, History, French, Russian, Spanish – grade A), S Level (French - distinction), Brockenhurst Tertiary College
1986 – 1991	Priestlands Comprehensive School, Lymington, Hants (10 GCSEs)

MISCELLANEOUS

Languages	Bilingual French/English Advanced Russian, Spanish and Italian
CPD	Range of courses on topics including use of plain English for legal translation, contract drafting, and proofreading and editing
IT skills	Microsoft office suite, specialist CAT software, database research, legal invoicing and accounting software

References available upon request