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Trilingual translator and interpreter - French, English and Spanish

Education & Academic Qualifications



1993 [Tunghai University - Taichung \(Taiwan\)](#)
 6-month intensive course in Mandarin Chinese



1992 [NEOMA Business School - Reims \(France\)](#)
 Post-graduate Degree in Business Administration & Management
 Specialisation courses in Global Management and Asian affairs



1991 [Institut de Perfectionnement en Langues Vivantes – Catholic University – Angers \(France\)](#)
 Master's Degree in Translation in French, English, Spanish and Japanese (Hons)



1-month intensive course in Japanese at Nagasaki University of Foreign Studies



Leadership of a joint research project involving sixteen 4th-year students to design a multilingual glossary for terms relevant to plant ecology in aquatic environment, in collaboration with the Head of the Biology Dept.



1990 [Certificate of Proficiency in English \(CPE\) – University of Cambridge \(England\)](#)
[Diploma in Business English - Franco-British Chamber of Commerce & Industry](#)
[Diploma in Business Spanish - Cámara Oficial de Comercio de España](#) and [ASPLEF](#)

Computing

Proficiency Windows, Office, Microsoft® Word, Excel, PowerPoint, Visual Studio, Outlook, Adobe® RoboHelp
 Basic knowledge Microsoft® Access, Adobe® InDesign CC, C++, HTML, encoding systems, localization

Companies and organizations that I worked with...



Institut national de la statistique
 et des études économiques
 Mesurer pour comprendre



GlaxoSmithKline



BNP PARIBAS



CIDEF

Centre international
 d'études françaises



Employment history

Job	Company	Duties	Dates
Translator and interpreter	Free-lance	<ul style="list-style-type: none"> Translations of documents (legal, contracts, press releases) Interpreting in Spanish 	since 2017
Legal Secretary	SCP Elatha (law firm) (Rillieux-la-Pape)	<ul style="list-style-type: none"> Assisted lawyers by preparing legal documents Translated legal documents and correspondence 	2016
Translator and technical author	Gravotech Marking (Rillieux-la-Pape)	<ul style="list-style-type: none"> Wrote user manuals for three CAD-CAM and modeling software in both English and French Managed translations in 18 languages 	2006-16
Teacher	Vocational high school (Chambéry)	<ul style="list-style-type: none"> Taught Spanish and medical English to health carers 	2004-06
Associate Quality Assurance Manager	Jouve (Mayenne)	<ul style="list-style-type: none"> Implemented ISO 9002:1994 quality standards in a digital printing workshop (18 people) Supervised maintenance of scanners 	1999-02
Census Manager	INSEE (Nantes)	<ul style="list-style-type: none"> Trained and coached a team of 42 census takers 	1999
Quality Assistant	Séché Eco-Industries Valeo (Laval)	<ul style="list-style-type: none"> Registered waste collection vehicles Prepared QS-9000 audit and updated FMECA documents 	1998
Executive Assistant to the President	Institut Franco-Américain (Rennes)	<ul style="list-style-type: none"> Administered payroll, annual Income tax declarations on salaries & wages, cash reconciliation 	1996-97
Translator	Jouve (Mayenne)	<ul style="list-style-type: none"> Translated IT Quality assurance manual from French into English 	1996
Executive Assistant to the Quality Director	GlaxoSmithKline (Mayenne)	<ul style="list-style-type: none"> Organised European Quality Committees Improved the filing system Designed a satisfaction survey for users of the Vidal dictionary on CD-ROM 	1995-96
Executive Assistant to Managing Directors	Axa Assurances (Paris) eunetcom (La Défense) BNP PARIBAS (Paris)	<ul style="list-style-type: none"> Maintained executives' appointments diary Organised travels to Germany and the USA 	1994
Translator	Hospital Occupational Health Dpt. (Angers)	<ul style="list-style-type: none"> Translated medical conference speeches for the International Congress on Back Diseases in Nice from French into English 	1993
Sales Manager	Montluddec (Montluçon)	<ul style="list-style-type: none"> Prospected new customers Organised an open day event 	1992
Assistant to small business owner	CAC Information Technology (Dunstable, Beds., UK)	<ul style="list-style-type: none"> Designed self-adhesive promotional labels Kept records of business transactions 	1991

Travels and stays abroad

Stays
Travels

Taiwan (6 months), Japan (1 month), USA (California, Utah, Arizona, Nevada, Massachusetts), England
Ireland, Scotland, Wales, Spain, Germany, Italy, Belgium, the Netherlands, Austria, Hungary
Finland, Norway, Sweden, Lichtenstein, Greece, Philippines, Thailand, Morocco

Anne-Sophie Marteau (cont'd)

Hobbies

Tai ji quan, Chen (martial) and Yang styles (brown belt), qi gong, trekking, swimming, skiing, playing the piano

Volunteering

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| 2011-2016 | Qualified first-aid attendant in an industrial plant (130 employees) near Lyon |
| 2014-2015 | Secretary of the Committee for Health, Safety and Working Conditions in an industrial plant near Lyon (130 employees) |
| 2007 to 2011 | Community Volunteer in a community toy library near Lyon <ul style="list-style-type: none">• Welcomed parents, carers, infants and children• Advised on the choice of toys• Implemented a toy fund management software |
| 2002 to 2006 | Secretary, then Chairwoman of a Parents' Council at a primary school in Savoy <ul style="list-style-type: none">• Prepared and chaired board meetings• Wrote and distributed minutes of board meetings• Organised and ran school fairs, quiz nights, dinner dances and Christmas bazars• Made statutory declarations |
| 1990 | Assistant Event Manager at the Catholic University in Angers
Helped to organize conferences in linguistics and exhibitions on Sacred Art in collaboration with the Head of the Research Dept. on art, history, foreign languages and literature |