

## **Bernadette GUILLAIN**

### **COM-OFFICE**

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37 years old (DOB: 05/21/79) – 2 children

### **INTERPRETER – TRANSLATOR**

Mother tongue: French

Working languages: English

### **WORK HISTORY**

#### **Consecutive and simultaneous interpreting in French, English**

Assignments:

- Bonduelle escorting and interpreting for public people on working process
- BP France interpreting for technical support on working process
- Escorting of foreign citizen for remembrance tourism at Thiepvals museum (Battle of the Somme, France)
- VFP ink technologies interpreting for technical support on working process

**English > French; French>English translations** for private companies and public services and collaboration with translation agencies

#### **Specialization – And a few work examples:**

- ***Industry***

Users guide on machinery tool

Maintenance instruction for strapping machine

Training guide on QCI and packing operator

Suppliers specification for raw materials

Products specifications

Proof agreement

A critical Assessment of lubrication technique

A Minimum quantity lubrication handbook

Technical datasheet of gearbox clutch,

Modus operandi of diagnostic apparel

Harvesting mechanics

Health and security requirements-process

Prevention plan

Sales Efficiency for technical fabrics

Laminated products

Lamination Process

Healthcare products description

- ***Logistique***

Packaging machine

Logistic process for worldwide exportation from customers PO up to delivery (sea freight-air freight-road freight) for dangerous goods

Administratif process for logistic documentation :general required documentation, customs forms, dangerous goods forms, banking process

Procedure for inventory of goods

- ***Marketing***

Websites for Amiens town and other end customers

Touristic booklet for communication agency or tourism office

Frist World War articles for museum exhibitions

Hotel or restaurant brochure

Press Release

- ***Business, finances***

Several Contract for sales or buying purpose  
EPC Agreement  
Non-disclosure terms

- **SAP/ERP**

Modus operandi of the IT tools or how to use SAP

**BP France – CASTROL – lubricating oil department**  
**Technical assistant –Purchase Department**

**2016**

- ◆ Translation of technical documents (*users guide on machinery tools, users guide on software application, study of micro lubricant new technology, power point files for training internal staff on several processes...*)
- ◆ Purchase assistant for the technical department and new investments project: interpreter during meeting with business contractor and suppliers
- ◆ Creation and translation FR<>EN of an operating mode for processing with purchasing function on SAP software for both company BP and Malaysian account department
- ◆

**COM OFFICE Translation agency**  
**Project manager**

**from 2008 till now**

- ◆ Managing project for translation of documents in several language pairs: users guide, environment field, contracts, website, medical and healthcare general subject, safety data sheet, product catalogue, tourist guide

**HISTORIAL OF PERONNE – THIEPVAL CENTER- Tourism**  
**Heritage agent – Touristic guide**

**2016**

**Touristic guide for foreign citizen on the battle of the Somme during First World War**

- ◆ English – French interpreter of the history of battle of the Somme (English)
- ◆ Liaison with international public

**VFP Ink Technologies, chemical, screen printing ink manufacturer**

**from 2009 to 2015**

**Export sales assistant / Translator for Product development –Sales and Logistique Department**

- ◆  Translation of the technical and commercial documents (English<>French) (*MSDS, Users guide, contracts, financial reports, customs documents, dangerous goods forms, logistic documents-logistic process for international department*)
- ◆  English – French interpreter during customers inquiries
- ◆  Liaison with customers, suppliers, international carriers...
- ◆  Translation of the software users guide and training on the processing way to use the program

**Ets Bonduelle, food industry**

**from 2005 to 2008**

**Public relation assistant**

- ◆  Interpreting (English, French) during work sessions about manufacturing process
- ◆  Translation into English of correspondence and business documents (*commercial business document*)
- ◆  Wrote French company web site, updating French and English data on internet and intranet
- ◆  Welcoming of foreign delegations, organization of their stays in the area

**Garage Delommez, automotive repair**

**from 2002 to 2005**

**Administrative assistant / Translator for user manual and automotive use programs**

- ◆  Translation of the technical and commercial documents (English>French) (*users guide for new tools in the company, user guide for new software*)
- ◆  English – French interpreter during customers inquiries
- ◆  Administrative assistant, sales, purchase and account department
- ◆  Computerization of the whole business company with SAGE software

Ets Moreau, Cambrai, manufacturer for agricultural machinery

from 1999 to 2001

**Export Sales Assistant / Translator for Product development –Sales Department**

- ◆ □ Translation of the technical and commercial documents (English<>French) (*customs forms, users guide for agricultural machinery, commercial contract*)
- ◆ □ English – French interpreter during meetings or work sessions
- ◆ □ Involvement in international trade fairs
- ◆ □ Liaison with customers, suppliers, international carriers...

**LAINIERE DE PICARDIE – PROLINE TEXTILE- Technical fabric process**

from 1999 to 2001

**English bilingual sales secretary**

- ◆ translation of technical documents
- ◆ general secretarial work
- ◆ Sales assistant worldwide business

**EDUCATION**

Continuous training and learning in personal development

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- ◆ 1999 – Professional qualification (BTS) - Personal Assistant (English / French)
- ◆ 1997 – Leaving Certificate : Economical and scientist

**OTHER INFORMATION**

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- ◆ Foreign travels to England, Germany, Belgium, United-States (Texas, Houston)
- ◆ Computer skills : EPB, SAGE, Office, SAP, Intranet, Internet web design
- ◆ Basic German