



Caroline Bourtembourg

Translation - Post-editing - EN, ES > FR

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Windows 11, Microsoft Office 2021,
Trados Studio 2022, Antidote 10.

Main fields:

- International organisations
- Polls & Surveys
- Marketing
- Cosmetics
- Tourism and hospitality

EXPERIENCES AND TRAINING

05/2023 to this day	“SEO for translators” course (Laura Fontaine de Ghélin)
11-12/2022	“L’industrie cosmétique française, de l’ingrédient au consommateur” (ISIPCA)
11/2019 to this day	Freelance translator (full-time). More than 2 100 000 words translated.
12/2018	Aromatherapy class - pediatrics (Alternatures, Sébastien Delronge)
2017 - 2018	Cosmetic aromatherapy course (<i>École d’aromathérapie appliquée</i> , André Bitsas)
03 - 09/2017	Training in biological market gardening (Secteur Vert, Ath, Belgium)
05/2015 - 08/2016	Farmer worker (Marie’s Garden, Overijse, Belgium)
02/2014	Aromatherapy class - Olfactotherapy (Alternatures, Sébastien Delronge)
06/2013	Aromatherapy class - Dermatology (Alternatures, Sébastien Delronge)
02-09/2013	Foundation in Travel and Tourism diploma (IATA/FUAAV, Brussels, Belgium)
12/2013	Tourism: Next generation (IATA Training and development Institute)
09/2009 - 09/2013	Freelance translator (part-time)
10/2008 - 05/2014	Project manager (Lexitech SA, Brussels, Belgium)
10/2007 - 12/2007	Translation & interpreter-guide trainee (AC Traductores, Martos, Spain)
09/2003 - 06/2007	Master in translation (ISTI, Brussels, Belgium)
	Translation ES, RU > FR. Options: international organizations, international politics.

INTERNATIONAL ORGANISATIONS

More than 730 000 words translated so far (mainly in the fields of customs and borders, world heritage, asylum): annual reports, meeting reports, internal newsletters, project reports, working documents, multilateral agreements, training presentations...

POLLS & SURVEYS

More than 230 000 words translated so far, mainly for surveys commissioned by EU bodies: invitations, discussion guides, questionnaires, reports, privacy policy...

TOURISM

Nearly 300 000 words translated in that field so far.

- Hospitality industry: online booking platforms (listing, marketing, spotlight on destinations, online contests, webinar for hosts), boutique hotel, apartment rental website
- Shuttle services: service presentation, newsletters
- Promotion of tourism and World Heritage: promotional emails and blog posts, application files to the World Heritage.

COSMETICS (last projects)

- Skincare products presentation: technologies, ingredients, concept tests, recommended regime.
- Technical book for demipermanent hair color cream: ingredients, color chart, salon services description (targets and application modes)
- Launch pitch of a new brand of professional organic haircare products
- Product fiches for professional hairdresser accessories
- Professional treatment for aging skin with Micro Growth Factor Technology
- Training presentation on the aging causes (intrinsic and extrinsic)
- Skincare routine for aggravated psoriasis, non-inflamed psoriasis or eczema
- Tinted photoprotection product range presentation for a Spanish brand
- Presentation on the intricacies of Eczema and Psoriasis (sensitive skin physiology, effective products and treatments, complications and post-procedure solutions)
- Product knowledge presentation for an advanced hydrator (ingredients, benefits, FAQ)
- Part of a glossary of cosmetic ingredients for an online shop
- Advanced protocol for aging patients concerned with acne
- Seasonality protocol booklet
- Advanced dermaplaning protocol