

# Hermine GROZ

## Language & translation services

✉ contact.hegts@gmail.com  
📄 French

### 🏆 Assets

Problem-solving mindset

Time management

Team communication

Flexibility & Adaptability

### A Languages

French

- Mother tongue

English

- Written, read and spoken

Spanish

- Written, read and spoken

### 👥 Hobbies

Volunteering

Litterature

Team sports

*I help you localize your contents and adapt them to a French-speaking audience.*

## Introduction

Graduated from ISIT (Paris) in Translation & cross-cultural communications, I provide languages services from English (UK, US) and Spanish into French.

## Work experience

Since February 2019	<b>French Language Expert</b> <b>HEG Translation Services</b> France	 <b>HEG Translation Services</b>
	I collaborate with companies, agencies & individuals - Translation, proofreading, QA & other services upon request. Main client accounts : Square, Asana, Coupa, IHG, PUMA, EasyJet, Europcar	
From September 2022 to August 2023	<b>Language Lead</b> <b>Asana</b> USA	
	French Language Lead since Sept 2022. Member of the French translation team (freelance) since April 2020. We ensure the correct localization of web/mobile applications and all documents issued by the company.	
From April 2018 to October 2018	<b>Translator SP / EN &gt; FR</b> <b>AltaLingua_Language Services</b> Madrid	
	Translation & proofreading of various types of texts: legal, marketing, cultural or technical (internship).	
From April 2017 to August 2017	<b>Project manager</b> <b>T'EXPERT</b> Paris	
	Management of translation projects, communicating in Spanish with staff and partners. Legal translations SP > FR (internship).	
From September 2016 to February 2017	<b>Project manager</b> <b>3IC International</b> Paris	
	Management of translation projects, communicating with staff and partners and quality check. Translations and proofreading EN > FR from time to time (internship).	
From May 2016 to August 2016	<b>Translator &amp; proofreader</b> <b>DAVRON Translations</b> Paris	
	Legal translations EN > FR, proofreading, introduction to project management and to the process of legalising documents (internship).	
From May 2015 to September 2015	<b>Communications assistant &amp; tourist guide</b> <b>Oficina de turismo</b> Santoña	
	Trilingual guided tours, management of the tourist office (internship)	

## Computer skills

<b>Office</b>	Word, Excel, PowerPoint
<b>Business Tools</b>	Trados (2019 & 2022 licenses), Transifex, MemoQ, Phase, Matecat, XTM, Shuttle, Polyglot, CrowdCompute
<b>Others</b>	XBench, Plunet, Smartcat, basics of WordPress

## Education

From 2015 to 2018	<b>Degree in Cross-cultural communications and translation</b> <b>ISIT, Intercultural School</b> Paris
	Diploma de Español de los Negocios (COCEF) - March 2016 Diploma of Business English (FBCCI) - March 2016
From August 2014 to May 2015	<b>Bachelor's degree in Management, communications &amp; translation</b> <b>ISIT, Intercultural School</b> Paris
	ERASMUS experience - Alcalá de Henares, Spain.