

Caroline AVENTURIER
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Freelance Translator / Proofreader

English - French

SKILLS

- Translation
- Subtitling
- Transcription
- Proof-reading
- Editing
- Proficient in Word, Excel, PowerPoint
- Strong self-motivation and teamwork spirit

EXPERIENCE

FREELANCE TRANSLATOR (2019 - current)

Mastering the main CAT, transcription and subtitle softwares

DESIGNER/OFFICE ASSISTANT – JERLAURE (2016-2019)

In charge of assisting the project manager and engineer throughout a Datacenter project, including designing the building and its technical architecture and translating requirements specifications

SALES ADMINISTRATOR - MCA INGENIERIE (2015-2016)

In charge of sales administration in a European engineer company

SALES ASSISTANT – LAB. RADIATEX (2011-2013)

In charge of sales administration, stock management and marketing assistant in a Japanese pharmaceutical company

BOOKING AGENT – CENTRE PARIS (2010-2011)

In charge of booking and managing the cleaning schedule of short-term rentals for tourists

INTERNATIONAL RELATIONS INTERSHIP – INRA (2008)

Various translations and simultaneous translations (English, Portuguese)

EDUCATION

MASTER Business and Management (2011)

Medicis Alternance, (Paris XIII))

TOEIC (Test of English for International Communication) (2009)

Score : 970/990

BACHELOR DEGREE Foreign languages English-Japanese (2008)

Aix-Marseille I University, (Aix-en-Pce)