

Rachel Baier

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Main Skills

- Languages: English (native speaker), French (bilingual), Spanish (intermediate)
- French to English translation
- Excellent writing and editing capabilities
- Project management
- Computer skills: SmartCAT, OmegaT, Subtitle Edit, Express Scribe, Microsoft Office (Word, PPT, Publisher, excel, etc.), internet research, social media

Qualities

- Fast turnaround while maintaining high standards
- Perfectionist, minute attention to detail
- Time management, highly organized
- Outstanding communication skills
- Able to work independently
- Open to constructive criticism and improvement
- Years of experience in international environments

Professional Experience

Linguist - Freelance - Paris

December 2018 - present

- French to English translation
- Editing and proofreading (English)
- English subtitling, subtitle translation (French to English), linguistic quality assurance, and transcription
- Writing (articles, book summaries, etc.)

Content Manager and Translator - Crisis Consulting (GardaWorld) - Paris

March 2013 - December 2018

Writing and Translating Skills

- Translate documents between French and English
 - Variety of subject matters, lengths, and audiences
- Prepare reports for in-house publication or transmission to clients (English and French)
 - Able to convey messages in clear but sophisticated language
- Quality control and copyediting of reports, presentations, and articles
 - Fast-paced and high-stress environment necessitating quick turnaround
 - Material published directly following my review

Management and Coordination

- Manage translation projects
 - Define project schedules and deadlines and provide feedback at all stages (translators and proofers)
 - Work with clients to assure final product conforms with their priorities and preferences
 - Ensure quality of final product, in terms of accuracy as well as style and flow in target language
- Recruit, train, and manage teams of analysts, translators, and proofers of different nationalities across time zones

Assistant Editor - Stability Journal (volunteer)

2011 - 2017

Writing and Language Skills

- Copyedit long-form academic articles
 - Edit for grammar, spelling, and style
 - Identify content errors, unclear language, and logical inconsistencies and suggest improvements
 - Assure consistencies throughout (spelling, acronyms, etc.)

Project Management

- Recruit and guide peer reviewers
- Liaise between authors, peer reviewers, executive editors, and publishers

Content Editor and Translator - QOOQ - Paris

2012-2013

- Translate long and short texts from French into English
- Draft and edit content for a French cooking website and digital tablet that had recently launched in the US market
- Solely responsible for quality of the English-language recipe content

English as a Second Language Teacher - Buenos Aires

2007-2008

Education

Institut d'Études Politiques (Sciences Po Paris)

September 2010 - May 2012

- Master's of Arts in International Affairs (bilingual course)

McGill University (Montréal, Canada)

September 2003 - June 2007

- Bachelor's Degree in History and Political Science
- Year abroad at **Lancaster University** (Lancaster, UK)

September 2005 - June 2006