

	<p style="text-align: center;">Marie-Pierre KOCH</p> <p style="text-align: center;">Translator</p> <p style="text-align: center;">Translation * Revision * MT Post-edition Transcreation * Transcription * CopyWriting EN-ES-PT > FR</p>										
<p>Contact</p> <p>📧 Wavre, Belgium 🇧🇪 Belgian citizen ☎ + 32 479/758.303 @ mp.koch@gmail.com</p>	<p>Personal Project</p> <p>Following 25 years as a Multilingual assistant and Translator, I am in search of new long-term clients as a free-lancer.</p>										
<p>Strengths</p> <p>Adaptable Eye for detail Service-oriented Quick Learner Reliable Creative</p>	<p>Professional Experience</p> <p>Free-lance Technical & Literature Translator (From 2008 until now) <i>Clients: IDEST, Kushner, Ms EUROPE, SINGER, STED, STED, TRADAS, Young & Rubicam</i> <i>Belgium, Switzerland, France</i></p> <ul style="list-style-type: none"> • Translating texts from the European institutions, in different fields, from English and Portuguese into French • Translating two novels by Xavier Queipo from Galician into French • Revising books and texts in French for Malory Malmasson, Virginie Borgaud, authors. 										
<p>Languages</p> <table border="0"> <tr><td>French</td><td>★★★★★</td></tr> <tr><td>English</td><td>★★★★</td></tr> <tr><td>Portuguese</td><td>★★★★</td></tr> <tr><td>Spanish</td><td>★★★★</td></tr> <tr><td>Dutch</td><td>★★</td></tr> </table>	French	★★★★★	English	★★★★	Portuguese	★★★★	Spanish	★★★★	Dutch	★★	<p>Free-lance Technical & Literature Translator (1995 – 2000) <i>Clients: ACR, Editora Assírio & Alvim, Instituto Camões, EDIDECO, Portuguese Vocational Training Institute, Communicate Language Institute, EUROImages, Eurotexto, Fidelis, Ibercontact, IPFEL, Agência Latina, LAW, Lisbon University, Portuguese Republic, etc.</i> <i>Lisbon</i></p> <ul style="list-style-type: none"> • Translating and revising Portuguese documents into French, in the following areas: vocational training, law, telecommunications, consumer rights, trade, pharmaceuticals, construction, electricity, publishing, culture, computing, education, etc.
French	★★★★★										
English	★★★★										
Portuguese	★★★★										
Spanish	★★★★										
Dutch	★★										
<p>Personal Interests</p> <p>Arts Travelling Meditation Yoga</p>	<p>Internal Translator (1995 – 1996) <i>Permanent Mission of Malaysia to the UN, Geneva</i></p> <ul style="list-style-type: none"> • Translating all correspondence and press articles on Swiss policy from French into English • Assisting the diplomats in their daily contacts in French. 										
<p>IT</p> <p>Office Word, Excel, Outlook, PowerPoint, Windows and Macintosh, Internet</p> <p>Publishing In Design, Illustrator, Photoshop, FrontPage, Acrobat, Lightroom, Scanning, Photography, iMovie, SendinBlue, WIX</p> <p>EU Applications</p> <p>CAT Tools SDL Trados Studio 2019</p>	<p>Assistant in international cooperation (2010 – 2012) <i>European Commission – Directorate-General DEVCO, ACP Coordination, Brussels</i></p> <ul style="list-style-type: none"> • Initiating and following up the decision-making procedures leading to the signing of financing agreements for aid projects and programmes to the ACP countries, in coordination with the geographical and financial units and the delegations abroad • Preparing and revising the documents to be adopted (decisions, communications, action fiches, financing agreements) • Launching Inter-service consultations • Sending files to comitology circuit for opinion • Forwarding files via E-Greffe for adoption by the Commissioner in charge • Sending financing agreements to the delegations and giving visas via the CRIS database. <p>Communication Assistant (2002 – 2004) <i>European Commission – Directorate-General ENTR, Chemistry, Brussels</i></p> <ul style="list-style-type: none"> • Updating the public website and the intranet in English • Adopting the legislation by the Commission • Correcting the legislation in all EU languages • Organizing the committees' meetings 										

- Seeing to the right functioning of the IT equipment
- Managing a public consultation on REACH (banning all chemicals) and publishing the 6000 responses.

Communication and Dissemination Assistant (1999 – 2002)

European Monitoring Centre for Drugs and Drug Addiction, Lisbon

- Revising the translations (EN-FR)
- Correcting the proofs in French of all the EMCDDA publications and other documents
- Creating and feeding a terminological database in the field of drugs in four languages
- Updating the public website in English
- Translating the newsletter from English into French.

Administrative Assistant (From 2002 until now)

European Commission – Directorate-General ENTR, DEVCO, NEAR, SG, FPI, RTD, BUDG, FISMA, ECHO, Brussels

- Archiving, managing incoming and outgoing mail, managing incoming telephone calls, receiving guests, keeping the stationery of the unit up to date, managing holidays and absences, organizing meetings, social events and external missions, managing the Head of Unit's agenda, etc.

Academic Background

Mental Coaching

Mental coaching Academy, Floreffe

Art Therapy

Centre Rhapsodie, Brussels

Relaxation Therapy

École belge de sophrologie dynamique, Brussels

Specialization in Literary Translation

Centre européen de traduction littéraire, Brussels

French and Portuguese Translation course (ERASMUS)

Instituto Superior de Línguas e Administração, Lisbon

Master Degree in Translation (EN-ES-PT into FR)

Institut Supérieur des Traducteurs et Interprètes, Brussels