**Anne-Elise Henin**

anneelisehenin@gmail.com– 07716119427

WORK EXPERIENCE

Freelance Translator and Proofreader (ES/EN > FR[FR/BE]) – September 2019 – Present

Specialised in creative and marketing translation, as well as medical translation.

Team Lead and Executive Translator (French) – February 2019 – September 2019

*Team Lead (supervising a team of 13 translators):*

* Establishing the goals of each member of the team and assessing their progress.
* Leading individual meetings with team members focusing on goals in terms of efficiency and quality, as well as career path;
* Leading team meetings;
* Reviewing and assessing feedback and looking for ways to improve client satisfaction;
* Liaising with Project Managers and Translators for project achievement;
* Creating mentoring guidelines and training new employees on CAT tools and internal procedures;
* Identifying potential needs for new language pairs in the team;
* Reviewing candidates’ CVs and conducting interviews.

*Executive Translator role:*

* General marketing translation
* Creative translation:
	+ Copywriting: adaptation based on a brief or a source text;
	+ Cultural Consultation: establishing the cultural and linguistic implications of a concept (advertising campaign, videos, etc.) or a brand/product name (name testing) in French and in the relevant market;
	+ Tagline translation: play-on-words, character restrictions, etc.
* Media translation:
	+ Subtitling;
	+ Voice over.
* Medical translation
* Translation for NGOs and intergovernmental organisations
* Upkeep of client accounts (glossaries, style guides)
* Proofreading translations and providing feedback to internal or external translators

Language Lead and Senior Translator (French) – August 2017 - present

TransPerfect, London

Senior Translator – February 2016 - August 2017

TransPerfect, London

Translator – February 2015- 2016

TransPerfect, London

Executive Quality Manager – February 2014-2015

TransPerfect, London

Senior Quality Manager – February 2013-2014

TransPerfect, London

Quality Manager – February 2012-2013

TransPerfect, London

Intern Project Manager – February -March 2011

Mother Tongue, London

**EDUCATION**

MA (Hons), Multidisciplinary Translation - 2009 - 2011

Institut libre Marie Haps, Brussels, Belgium

BA (Hons), Translation and Interpretation - 2006 - 2009

Institut libre Marie Haps, Brussels, Belgium

Erasmus - 09/2008 - 02/2009

Universidad de Salamanca, Salamanca, España

**LANGUAGES**

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| --- | --- | --- | --- |
| **French** | **English** | **Spanish** | **Dutch** |
| Mother Tongue | Proficient user, C2 | Proficient user, C1 | Basic user, A2 |

**CAT SKILLS**

Master of Wordfast, Trados, etc.

**PERSONAL INTERESTS**

* Sports: pilates, spinning, running.
* Reading and writing.
* Travelling.

**REFERENCES**

Sophie Lebrun-Grandié, Linguistic Department Manager, TransPerfect: 07958401809