



# SHILPA SHARMA

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## PROFESSIONAL SUMMARY

Results-driven and detail-oriented freelance translator, with a proven track record of success in translating various documents from French to English and vice-versa. Language enthusiast with an experience of more than 6 years in translation, face-to-face interpretation, research and review. Native level fluency in French. DALF C1 in French and Native in English language.

## WORK HISTORY

### **FREELANCE TRANSLATOR: FRENCH** 04/2019 - Current

**Freelancer**, London

- Successfully delivered more than 200 translation documents in accurate and timely manner from and into English and French language.
- Worked in over 100 projects related to legal, scientific, medical, food, fashion, Films and administrative matters.
- Translation of financial and legal documentation such as birth, marriage, school certificate, CV's, letter of motivation from and into English and French.
- Provided linguistic assistance to multiple government officials.

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### **FRENCH & ENGLISH TRANSLATOR** 01/2018 - 08/2019

**Sopra Steria**, India

- Translating a wide range of both technical and non-technical documents from various domains such as banking, insurance, retail management, digital marketing etc.
- Using CAT tools such as SDL Trados on daily basis.
- Competent in using JIRA and KISS ticketing system
- Expert in translating SAP project
- Responsible for development of term bases and glossaries for various projects such as THALES, SAFRAN.
- Heading live-interpretation assignments with French and Indian developers making interconnections easier, giving everyone the opportunity to tear down any linguistic and cultural barrier.

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### **ENGLISH LANGUAGE ASSISTANT** 01/2016 - 05/2017

**Rectorat de Paris**, Paris, India, France

- Worked with multiple French public schools as a language assistant- helping students in improving their English Language skills
- Developing the English language curriculum based on modern language requirements

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**FRENCH TEACHER, HEAD OF DEPARTMENT** 08/2013 - 07/2015

**Amity Global School**, Delhi, India

- Worked as a French Educator teaching IGCSE and A/AS Level
- Planning and implementing French curriculum in accordance with the British education system
- Managing annual budget of French department
- Translating official documents from English to French.

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**FRENCH TEACHER** 07/2012 - 07/2013

**Jaypee Public School**

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## SKILLS

- Translation
- Research
- Interpretation
- SDL Trados
- SAP expert
- Microsoft Office
- Review
- Communications skills
- Time management
- Accuracy

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## EDUCATION

**Sorbonne Paris iv**, Paris, France , 08/2017

**Master of Arts: French language and literature**

Research on French and Indian Literature

Thesis 1: Le moyen-age vu par Hugo dans Notre-Dame de Paris

Thesis 2: "L'execution sociale" dans Les Miserables et Notre-dame de Paris

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**Delhi University**, Delhi, 05/2012

**Diploma of Higher Education: French language**

Coursework in French Linguistics, Translation, Business French

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**Delhi University**, Delhi, India , 07/2010

**Bachelor of Arts: English Literature**