



# Europass Curriculum Vitae



## Personal information

**Surname(s) / First name(s)** **Sabrina Dugast**  
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**Nationality** French  
**Date of birth** April 14, 1982  
**Gender** Female

## Occupational field **Freelance translator**

### Work experience

**Dates** 2022-onwards  
**Occupation or position held** Freelance Translator  
**Main activities and responsibilities** Translation for MLG International

- **Fashion/Beauty translation:** Translation of Free People and Urban Outfitters websites: clothing, shoes, accessories, jewellery, beauty products, lingerie...A on and a half month project (about 60,000 words).

**Dates** 2020-2022  
**Occupation or position held** Student  
**Main activities and responsibilities** Learning translation techniques in various fields:

- **Audiovisual** subtitling, transcription, time-coding
- **Legal** (contracts and agreement, general terms and conditions, GDPR, legal standards, cybersecurity)
- **Technical** (medical, automotive, art, mining, luxury...)
- **Literary** (including a composition of a text never translated)
- Introduction to **interpretation**.

During my studies, I did an internship with a professional technical translator. I had the opportunity to proofread a French text (typography, grammar and spelling, idioms...), as well as to proofread a contract (typography, terminology, layout...)

**Dates** 2019-2020  
**Occupation or position held** Trainee payroll administrator  
**Main activities and responsibilities** Drafting of employment contracts according to the current standards, declaration of social charges, drafting of pay slips. Strong knowledge of Excel software.

Name and address of employer Cabinet Comptable « Fiduciaire du Roussillon », Cabestany, France

Dates 2012-2019

Occupation or position held Restaurant owner and Manager

Main activities and responsibilities Implementation of the wine list involving a tasting and exchange with the winemakers and wine merchants, implementation of the menu in collaboration with the chef according to the seasonal and local product, requiring a deep knowledge in the products.

Name and address of employer Restaurant “66 sur Vins”, Maureillas-Las-Illas, France

Dates 2004-2008

Occupation or position held From Assistant Manager to Food and Beverage Manager

Main activities and responsibilities Managing of the food and beverage areas within the hotel or restaurant, team management, training of new employees and recruitment

Name and address of employer “The Belfry Hotel and Resort”, Sutton Coldfield, England  
 “Ettington Park Hotel”, Stratford-Upon-Avon, England  
 “Bank Restaurant”, Birmingham, England

**Education and training**

Dates 2001-2003

Title of qualification awarded BTEC Higher National Diploma

Principal subjects/occupational skills covered Hospitality Management

Name and type of organisation providing education and training Technical College Leon Blum – Perpignan France

Level in national or international classification ISCED 6

Dates 2020-2022

Title of qualification awarded Bachelor of Arts in English, specialised in Translation with distinction

Principal subjects/occupational skills covered Translation, lexicology, linguistics

Name and type of organisation providing education and training University of Perpignan Via Domitia– Perpignan France

Level in national or international classification ISCED 6

**Personal skills / competences**

Mother tongue(s) **French**

Other language(s) **English**

Self-assessment

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
B2	Independent user	B2	Independent user	B2	Independent user	B2	Independent user	B2	Independent user

*TOEIC reference*

Social skills and competences

Ability to work under pressure and to handle changes in direction and work priorities with ease.  
 Organisational skills, both individually and as part of a team  
 Attentive to customer demands and expectations  
 Believe that communication is a major asset in the achievement of an effective project

Organisational skills and competences	<p>My education in the catering industry has enabled me to develop a strong sense of organisation. In order to manage my restaurant on a day-to-day basis, organisation was the key.</p> <p>Throughout my career in hospitality industry, I have organised a large number of receptions: weddings, conferences and seminars, which required great organisational skills.</p> <p>During my training as a payroll administrator, I reorganised all the records of the accounting firm. This saved my colleagues and I valuable research time.</p> <p>When I took over my studies, I set up a non-exhaustive number of glossaries in various fields.</p>
Technical skills and competences	<p>I am currently studying to take the Advanced French grammar and spelling certificate "Certification Voltaire"</p>
Computer skills and competences	<p>Comprehensive MS Office skills,          Cat tool: Wordfast Pro 3.6, MemoQ          Other softwares owned / used: Express Scribe (transcription); Subtitle Workshop (subtitling);</p>
Artistic skills and competences	<p>Cooking, travelling: several years spent in England and a 3 months road trip around the United States (among many trips to discover other cultures and countries), reading and historical enthusiast.</p>
<b>Additional information</b>	<p>Throughout the years I have worked in the hospitality industry and developed a strong expertise in the fields of viticulture and wines, food products and tourism.</p> <p>I also studied œnology, health and safety standards and nutrition science (among other subjects) within Hospitality Management studies. Technical College of Perpignan</p>