



Élodie Dupont

Freelance translator

EN / IT > FR


Mechanical industry - Flora & fauna

ABOUT ME

- Thorough, organised, responsive
- Mother tongue: French
- Italian: C2 level
- English: C2 level
- Industry: catalogues, websites, prices lists, product descriptions, user guides.
- Flora and fauna: magazine article, websites, press releases, guidebooks.

CONTACT

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 www.dupont-traduction.com

SOFTWARE SKILLS

- Microsoft Office Suite
- SDL Trados Studio 2021
- Antidote 10
- EBP Gestion

PROFESSIONAL EXPERIENCE

Freelance translator

2021

Elodie Dupont Traduction

- Translation and proofreading: brochures, price lists, product descriptions, websites.
- Post-editing

Export sales administrator

2014

Baudiment Technology

- Commercial and technical translation: emails, meeting minutes, reports, product descriptions.
- Editing of commercial and technical documents: quotes, invoices, commissioning reports.
- Consecutive interpreting: meetings, business trips, phone conversations.
- Administrative follow-up: deliveries, customs procedures.

Export sales assistant

2011

Erimex

- Editing of commercial and technical documents: quotes, invoices, commissioning reports.
- Administrative follow-up: deliveries, customs procedures.
- After-sales service

EDUCATION

Master Degree in Translation

2019

Centre for continuing professional training CI3M-Edvonn

Professional Master Degree in International Business

2012

Aix-Marseille University

- Master's thesis about Italian industrial districts