

Michelle Zanni

English Translator - Transcreator - Localizer - Proof-reader

Paris-based English-native translator and linguistic consultant specializing in localization, proofreading, transcreation, subtitling and post-editing across a range of subjects, with concrete experience in translation and small business management. I am a quick and avid learner and am always looking for ways to broaden my skillsets. I have a passion for writing, and I love to problem-solve. I am customer service oriented, and adapt to the needs of my clients, while delivering top quality work.

SKILLS

I have a wide range of university and professional experience, with a well-rounded approach to working and problem solving. I can expertly translate the source text to the target text. I am meticulous, curious, and dynamic and I can precisely tailor my writing to the specific needs of the client and target audience. I am an adaptive learner and love to take on new tasks. I have more than 10 years of experience with Microsoft Office and am familiar with various desktop and online CAT tools.

I take initiative and am efficient, autonomous, rigorous and solutions driven.

Fields of Expertise:

- Marketing / Digital Communication
- Corporate Communication
- Cosmetics / Compositions
- High-end Fashion and Jewellery
- Food and drink / agri-food industry
- Technical brochures
- Automotive sector
- Subtitling / transcription

PROFESSIONAL EXPERIENCE

Jan 2018 – Jan 2020. Freelance translator

Dec 2022 – present *Technicis Translation; Éditions Techniques pour l'Automobile et l'Industrie (ETAI); multiple clients*

- Manage translation and proofreading projects
- Respond promptly to offers
- Maintain clear and direct communication with clients
- Deliver top-quality projects on time

Oct 2015 – Jan 2018 In-house Translator – Full-time

Technicis Translation, Industries department, Boulogne-Billancourt, France

- Manage multiple orders across several domains within one day
- Work with Computer Assisted Translation tools such as Trados Studio and Memsource
- Respond promptly to urgent orders from clients
- Improve continuously the quality and efficiency of work
- Adapt to new clients and requests
- Learn quickly new areas of expertise
- Update glossaries and translation memories

June – Aug 2013 In-house Translator - Internship

Les Numériques/Digital Versus, Paris

- Translate short articles and long reviews for high-tech products
- Update glossaries and translation memories
- Proofread and improve translations before publication
- Work closely with other departments to ensure expert translations

Jan 2018 - July 2022 Bilingual Administrative and sales assistant - Full-time

Craft Beer France, Paris, France

- Organize the CEO's and teams' calendars
- Assure all tasks for the day were completed
- Take orders; enter them into the system; plan deliveries and invoice clients
- Manage the stock flow; update product catalogues daily; create weekly newsletter
- Manage orders with foreign suppliers; maintain a cordial link with suppliers in English; plan product shipment from suppliers to our warehouse
- Manage the team's participation in events from start to finish
- Create new products across several sales platforms
- Ensure friendly and quick customer service
- Perform warehouse management such as pallet reception and shipment

EDUCATION

2013 - 2015

**École Supérieure d'Interprètes et de Traducteurs (Sorbonne Nouvelle)
Paris, France**

Masters in economic, editorial and technical translation

2010 - 2011

**Middlebury College, École Française
Vermont, United States and Paris, France (Sorbonne Nouvelle)**

Masters of the French language

2005 - 2009

Oberlin College, Oberlin, Ohio United States

Bachelor's degree in fine arts, specializing in French and political science