



NATHALIE GÉRARD

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PERSONAL INFORMATION

- Marital status: separated
 - Children: 2
 - Citizenship: Belgian
 - Date of birth: 16th July 1968
 - Place of birth: Etterbeek (Brussels, Belgium)
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ABOUT ME

I grew up in Brussels, and then I moved to Piedmont in January of 2004 for family reasons. I am friendly, dynamic and good-natured and I love human contact. Rigor, attention, punctuality, tenacity and flexibility are some of my characterizing traits in the workspace. In my free time, I enjoy reading, coking, gardening, travelling and discovering new cultures, walking and painting,

STUDIES

1988 – 1991: ECSEDI (Executive secretary school) <i>Higher vocational diploma</i>	Brussels
1996 – 1998: VUB (Vlaamse Universiteit Brussel) <i>Diploma evening courses further training Dutch</i>	Brussels
1997 – 1998: VUB (Vlaamse Universiteit Brussel) <i>Diploma evening courses further training Italian</i>	Brussels

FOREIGN LANGUAGES

Translations:
From Dutch, English and Italian into French (native tongue).
Domains:
Administration, quality, security, commercial and marketing,

construction (building, civil engineering and electromechanical), technical (instructions for use), law (acts), tourism, free time, e-learnings, IT,...

COMPUTING TOOLS

Microsoft Office (Word, Excel, PowerPoint)

Internet and e-mails

CAT-Tools: SDL Studio 2019

Wordbee

Memsources

Memoq

PROFESSIONAL EXPERIENCE

1992 – 1993 Solvay S.A. Brussels

Administrative employee for the advertising department

- Administration secretariat of the department responsible

1993 – 1998 CEI Construct S.A. Zaventem

Division Secretary

- Administration secretariat of the director of the department Buildings, than of the director of the department Civil Engineering. I had to make different translations from Dutch to French (reports, letters, procedure, etc.)

1999 – 2001 Guilbert Belgium S.A. Brussels

Executive secretary

- Executive secretary of the General Manager, I also provide the translations of the commercial catalogue for the company, different translations (meeting reports, documents, letters...), from Dutch into French and from French into Dutch.

2001 – 2003 Fabricom GTI S.A. Zaventem

Translator for the departments Quality and Security

- Translations of procedures quality in order to obtain the ISO 9000 : 2002 certification, meeting reports, reports over work accident, ...
- I was member of the committee of redaction for the staff journal and I have to translate all the text for it, from Dutch to French

2003 - Today

Freelance translator

Main references (translation) by a few clients:

Acolad, Amstelveen, translations and proofreading from Dutch into French, principally commercial, technical, fashion

AAPEHA, Breda, The Netherlands, translations from Dutch and English into French and from Dutch into Italian: instructions for use, law and marketing principally
 AVB Vertalingen, Amstelveen, The Netherlands, different proofreading and translations from Dutch and English into French.
 EasyTranslate, Copenhagen, Denmark, translations from Dutch, English and Italian into French, website, redactional, technical
 Presence Translations, Luxemburg, translations from Dutch into French, websites, commercial (...)
 EMTRAD, Alba, Italy, translations from Italian into French
 FEDDE Vertaalt, Amsterdam, The Netherlands, proof readings French
 ADT International, Soisy-sous-Montmorency, France, translations from Italian, English en Dutch into French
 Communicatiebureau Tekst&, Kollumerzwaag, The Netherlands, translations from Dutch into French,...

References interpreting:

2 interpreting assignments on behalf of the EMTRAD Agency in Alba: the first consisting of accompanying Dutch spouses in pre-marital practices and during the civil wedding in the municipality of Alba, therefore in the Dutch and Italian languages and, the second, for the assistance to candidates during hiring interviews at Ferrero, therefore in English and Italian.

Other work experiences:

1996: leader in a holiday centre with kids under 5 years old
 1998: management of a bar in a arts centre: les Riches-Clares in Brussels
 1999-2001: salesgirl in a pastry in Brussels
 2012: waitress in a winebar/restaurant, Unione Agricola in Diano d'Alba
 2013: Employee in an hotel, Ai Tardi, in Diano d'Alba
 2013-2016: employee in a school refectory in Diano d'Alba, on behalf Marangoni s.r.l.
 2023: waitress in a restaurant, Locanda 'd Battista in Diano d'Alba
 2022-today: waitress in a winebar/restaurant, Unione Agricola in Diano d'Alba