

MONA GUIRGUIS

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25 rue des héros nogentais
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TRANSLATOR FROM ENGLISH TO FRENCH

Specialized in audiovisual translation: subtitling, dubbing and voice-over.
Translation of scripts, treatments and production notes.



EDUCATION

- 2005 - 2006** **Master's Degree in Audiovisual Translation.** Université de Paris X, Nanterre.
Training in subtitling and dubbing, script translation, screenplay theory, computing.
- 2004** **Master's Degree in English.** Awarded honours. Université de Paris X, Nanterre.
(*Maîtrise de langue, littérature et civilisation étrangères, spécialité anglais*)
Master's thesis: translation from English to French of extracts from Battling Big Business, by E. Lubbers.
- 2002** **Bachelor's Degree in English and German, specializing in Economics, option: translation.** Awarded honours. Université de Paris III, Sorbonne-Nouvelle, Paris.
- 1999** **French Equivalent to an A-level in humanities (*Baccalaureat Littéraire*).** Awarded honours
Lycée Edouard Branly, Nogent-sur-Marne.

Languages

French	Mother tongue
English	Read, written and spoken fluently
German	Read and written

IT Skills

Advanced knowledge of **Word, Excel, PowerPoint, Outlook** as well as several Web browsers and e-mail clients.
Good knowledge of **Ayato, PMWin, Photoshop** and **Dreamweaver**.
Basic knowledge of **Trados** and **ST500**.



SUMMARY OF PROFESSIONAL EXPERIENCE

May 06 – October 06: Translation Internship at LA MARQUE ROSE, Paris, France

French localisation company specialized in documentaries, video games, and other multimedia products

- Translation for voice-over of documentaries broadcast on French cable TV (The Discovery Channel, Discovery Realtime, Fox Life and Voyage)
- Proofreading and rewriting of translations

June 06: Translation. INSTITUT NATIONAL DE L'AUDIOVISUEL, Bry-sur-Marne, France

INA is the first audiovisual archive center in the world and the first digital image databank in Europe

- Translation of the script for a documentary: 12,000 words

April 06: Subtitling Internship. DUBBING BROTHERS, Saint-Denis, France

French dubbing and subtitling company. One of the largest and best known audio post-production centers in Paris

- Proofreading of subtitles for the hard of hearing
- Transcription of the dialog of a French documentary

January 05 – September 05: Bilingual Secretary. LATHAM & WATKINS LLP, Paris, France

International law firm highly ranked by BTI Consulting, Fortune 1000

- Provided general secretarial assistance to three associates (corporate department)
- Formatted legal documents, organized meetings, updated contact information, filing

April 04 – January 05: Bilingual Secretary. PAUL HASTINGS LLP, Paris, France

International law firm with offices in New York, Los Angeles, San Francisco, London

- August 04 – January 05: Personal Secretary to the Vice-Chair of the Paris Office
- April 04 – June 04: Night secretary to an American partner

August 03 – November 03: Administrative Assistant. PUBLIBANQUE, Fontenay-sous-Bois, France

French company specializing in the sale of pocket diaries, working closely with the banking sector

- Worked for the Customer Services Division, responded to client queries by phone, e-mail and fax
- Liaised with banks and clients. Order processing

June 01 – Sept. 02: Call centre agent. FNAC, Malakoff, France

Largest ticket sales agent in France

- Ticket sales (concerts, shows, sporting events) to French-speaking and English-speaking clients

Dec. 98 – June 02: Writer for INTERSTATE FANZINE

Magazine edited and printed by the Radiohead fan club in France. Readership: 120 subscribers

- Interviewed artists and wrote articles for the fanzine and website



OTHER INFORMATION

Co-founded fan club in France dedicated to English pop-rock music band, Radiohead. Headed the association and managed the accounts. Designed, created and updated website (www.nepasavaler.net).

Hobbies include reading (novels and short stories in English and French, international press), cinema, television, video games, music.