

Sonia Massé

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technical and commercial translator

English - French

Siret: 404 852 410 00038

URSSAF: 780 761401628001003

professional background

April 1996 - 2007 Freelance translator

Since 1996 I have been offering translation, reviewing, technical writing, and project management services for direct customers or translation agencies, together with other freelance translators for large or medium size projects.

My vision of an independant activity is team-oriented and focused on the willingness to proactively and efficiently manage the various aspects of the projects I work on and to pay special attention to communication, consistency and quality.

Specialised in computer software and hardware, I translate from English to French all types of technical documents (interfaces, manuals, online help systems) and commercial material (marketing brochure, data sheets, Web sites). I also carry out glossary creation, DTP, screenshots capture and integration and quality assurance tasks.

December 1995 - January 1996 Job for INTUIT in the United States

Intuit employed me to carry out tests on ebooks generated from printed manuals.

August 1993 - November 1995 Translator and project manager for GECAP SARL

I was employed to work for this localisation agency as a translator (software interfaces, online help systems, documentations, marketing material). After one year, I upgraded to work as junior project manager on medium size localisation projects: project quoting, style guide creation, process definition, terminology, help compiling, DTP, screenshots capture and integration, management of external resources and quality assurance.

areas of expertise

→ *Computer Software & Hardware*

Office Software, Graphical Software, Personal Finance, ERP, Networks, Telecommunications, Security Software, Backup and Disk Management Software, DBMS, CAD, DTP, Development Environments, Web sites, e-commerce, Internet marketing

→ *Insurance/Reinsurance*

→ *Music software, Home studio*

references

Translation and Localization

→ Long-term collaboration (several years, +500,000 words) with Intuit/ISE (Quicken, QuickBooks), Microsoft (various Microsoft products, Windows Update, training materials), Visio, Google (Web sites, online advertising programs, marketing materials), Symantec (NIS).

→ Other projects for Adobe, Autodesk, Bull, Canon, Cisco, Delrina, Gupta, HP, HPC, Kodak, Lexmark, Matranet, Network Associates, Novell, PowerQuest, SAT, SolidWorks, Unigraphics, WordPerfect, WRQ.

Technical writing

Intuit, ISE.

education

1993 *E.S.I.T. (Ecole Supérieure de Traducteurs et Interprètes)*

Editorial, Business, and Technical Translation diploma

Languages: French - English - German

Business/insurance-oriented

1992 *Maîtrise de traduction, E.S.I.T.*

1990 *Language Diploma (L.E.A. - Langues Etrangères Appliquées),*

Paris IV University

French - English - German

hardware & software

Network

Pentium IV, 3.2 GHz, 1 GB RAM, 80 GB HD, 19" monitor

Pentium III, 600 MHz, 512 MB RAM, 9 GB HD, 19" monitor

Internet

DSL, AntiVirus, and Firewall (NIS)

Backups

external disk drive 256 GB

Printers

HP LaserJet PostScript & HP Deskjet 3820 series

Operating system

Windows XP Pro

Software

MS Office, FrameMaker 7.1, Trados 5.5, 6.5, and 7.5, HelpQA

tools

Extensive skills & knowledge : Word, Excel, Trados, TagEditor, Helium, MS Locstudio, Catalyst QuickShip, FrameMaker

Good experience : PhotoShop, Paint Shop, HelpQA, PageMaker, Access, MS Project, Pebbles, Developer Studio