



Kristen POSTIC-CLEUYOU

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Email: c.kristen@wanadoo.fr
Bride, age: 30

Technical translator
Web assessor

FIELDS OF EXPERTISE

Language skills : *French => English, Spanish* - Concepts: *Catalan, Italian, Portuguese*

Technical translations: manuals, specifications, agreements, standards, power of attorney - Localization
Fields: agro-food, biochemistry, bacteriology, metrology, machinery, mechanics, Law, accounts, marketing...

Translation Account management: contractualization and outsourcing

Selection, validation, management and follow-up of the service provider – Translators' team management
Order entry and follow-up, client specification / standard requirement control - Quality control
Terminology management (Access base and Termstar)

Computer skills – very comfortable

Word, Excel, Access, PowerPoint, OpenOffice – VBA concepts – Pack Office courses for students
DTP: Publisher, Abode Acrobat, Photofiltre - Photoshop, Illustrator concepts
TM: Transit/TermStar, Trados/MultiTerm, Translation Manager
Web: SGML, HTML, XML, Dreamweaver concepts – use of Lotus Notes

Communication

Creation / translation of meeting support with PowerPoint - "Bretagne Notaire" web site update
Press conference, editorial feature writing and "Le Quatre Saison" magazine layout (Publisher)
Quality control of writings: second reading and checking before publication
Technical writing courses (writing brochure, user guide, ...)

Legal skills – French and English Law fundamentals and comparative Law

Legal writing and translation
Current awareness in Law and techniques – Main fields: food/production
Labeling regulations: UE, MERCOSUR, USA, CANADA, South Africa, Australia, EAU, Japan ...

Administrative and account tasks

Good writing skills, fast typing: mails, reports, specifications ..., mailing
Client and phone reception, planning management, meeting arrangement, booking management
Information management, filing and record-keeping
Education: financial accounting, taxation and business economy
Estimates and invoices, payment follow-up, bank deposit, delinquency notices and litigation management
Account filing: purchases / sales – payroll management, work contract writing and employment procedures

PROFESSIONAL EXPERIENCE

- May 2008-May 2009** Accounts assistant, POSTIC Automobiles (Le Sourn - Brittany)
- September 2008** Legal writer assistant, SCP GEFFROY / RAISON - solicitors (Baud - Brittany)
- July 2008** Legal writer assistant, Me Eric LE FALHER Solicitor (Pontivy - Brittany)
- Nov. 2002–June 2007** Translation Department Manager, CGC (Locminé - Brittany)
- Feb.-June 2001** Translator – IT documents, Lionbridge Technologies (La Garenne Colombes)
- August-Jan. 2000** Translator – patents, telecommunication and computing - Alti-Ouest (Rennes - Brittany)
- Summers 1996 →1999** Operator in France Télécom call center (Pontivy - Brittany)

EDUCATION

- 2008** Degree in French private Law–UBS (Vannes)
- 2002** Master's degree in translation and account management, CFTTR – University Rennes 2
- 1998** License in business and foreign languages, UBS (Lorient)

HOBBIES AND INTERESTS

- President of the association CALLUNE (ecology)
- Member of the association of the AMAP PONDI
- French class for foreigners (association Plumé'loisirs)
- Sports:** jogging, hiking, yoga
- Cinema, theatre, exhibitions