

ELSA DOUINEAU

<http://translator-editor-english-french.weebly.com>

734 Forest Ave, Larchmont, NY 10538, USA, (914) 834-2671, elsa.douineau@gmail.com

ATA member

Summary of Qualifications

- Especially skilled at translations from English into French and managing multiple projects and clients concurrently
- Experienced French language print and web editor and publisher
- Strong publishing background : worked for a children's publishing house, the French Ministry of Education publishing division, a management publishing house, and as a free-lance editor
- IT skills: SDL Trados 2007, Word, Excel, Power Point, Photoshop, QuarkXpress.

Professionnal Experience

Translator, *free-lance*

1997-2010

- Translated and proofread websites in development, economics, gender issues, medicals, as well as trial depositions and advertisements for various translation agencies
- Translated the *HR Welcoming book*, from English to French , for CSC France
- Translated books from English to French in the IT field. Example : *The Get-started Guide to E-commerce*, by [Danielle Zilliox](#)
- Translated synopsis and cartoons from English to French for the "Skyland" series, and children books for Albin Michel Jeunesse, a French publishing house
- Proofread art books translations for Editions Dis Voir
- Translated accurately and met deadlines consistently on time

Free-lance Editor & Publisher

2007-2010

- Co-authored, edited, as well as created and managed the layout of a gymnastic book and its website, La Gym "des stressés": à toute heure et de bonne humeur (www.lesstresses.weebly.com). English translation in process...
- Edited, as well as created and managed the layout of a 220 pages city guide of New York for ANY, the French Association of New York (www.accueilnewyork.org/Default.asp?Page=51)

Editor, *CNDP* (Publishing division of the French Ministry of Education), *Editions d'Organisation*, *Editions Albin Michel Jeunesse*, *Editions DisVoir*, *free-lance*

1999-2007

- Managed editorial production process from manuscript processing to print and web publishing for 4 educational booklets per week
- Collaborated with authors on manuscripts and rewrote
- Maintained records and coordination of the review process for over 500 unsolicited manuscripts per year
- Created a new collection in Psychology ("Mieux vivre avec les autres") for Editions d'Organisation with *L'Art du Contact*, by Higy-Lang and Gellman
- Prepared book budgets and schedules, and negotiated with printers
- Consistently met deadlines on time

Education

M.A., Publishing, Université Paris XIII-Villetaneuse, France

1999

B.A., Philosophy, Université Paris IV- La Sorbonne, France

1998