

# Delphine Lemoine

## Professional Freelance Translator and Editor

### English-French

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Freelance Registration number: 524 755 097 00010  
Member of the French Translators Society (SFT)

## Linguistic Skills

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### ➤ Expertise

- Translation from English into French for France.
- Translation speed: 2500-3500 words per day on average.
- Specialized areas: marketing/communication, management, media, tourism, finance/economy, training/education, humanities and social sciences, literature.  
Possibility to work in other areas (on request).
- Other services provided: proofreading, reviewing, editing and transcreation.
- Linguistic research and documentation.

### ➤ Languages

- French: mother tongue
- English: fluent
- German: good
- Irish: beginner (Level B1 of the European Certificate in Irish Language)
- Russian: beginner

## Tools

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- MS Office, Open Office, Adobe Acrobat Reader
- SDL Trados Studio 2009
- Operating System: Microsoft Windows 7

## Confidentiality

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All information and documents are received in strict confidence and I also follow strict security procedures in the storage and disposal of information.

## **Work experience**

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10 years experience as a professional translator and 7 years as a freelance.  
I have previously occupied on-site positions as a linguist and publishing assistant.  
I have also taught English to senior executives.

- 2007- 2010      **Management of publication for The Learning Tree International (Paris)**  
Learning Tree International is a world leader company specialized in training for Management and Technology Professionals. The French Publications Department provides translations and adaptations of the courses for the French clients.
- In-house translations (software and management)
  - Project management: coordinating the work of the linguists involved in the translation and localization tasks and ensuring the quality of work provided
  - Proofreading, QC, page setting and printing
- 2007      **Publishing assistant for The Lilliput Press (Dublin)**
- Translation of the catalogue into French
  - Liaising with foreign publishers for translation projects
  - Creation of reading reports for manuscripts received by the publisher
  - Proofreading and copy-editing
  - Communication and organisational activities during books launching
  - Distribution and sales

## **Education**

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- 2006-2007      **MA in Literary Translation and Editorial Writing**  
Université Jean Moulin (Lyon, France)
- 2005-2006      **University Degree in Technical Translation**  
Université Claude Bernard (Lyon, France)
- 2004-2005      **MA in English Literature, Linguistics and Civilization**  
Université Claude Bernard (Lyon, France)

## **Additional information**

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**Hobbies:** Literature, especially French, English, American and Japanese authors, with a preference for 18<sup>th</sup> century and contemporary novels. Reading is indeed a popular hobby, but for translators this activity is not a mere source of pleasure: it is a precious opportunity to learn, and cultivate humility and creativity while improving writing skills.

I enjoy cinema, visual arts and fine arts. Being open to artistic creation naturally feeds my own work as a linguist.

I am also involved in the regular practice of Pilates, hiking and finswimming. My clients appreciate working with a happy and healthy translator!

**Travels:** I have lived for several years in Ireland and New-Zealand. I am now based in France but still travel extensively. Exploring the world is naturally connected with my professional projects revolving around language and culture.

## Portfolio of recent projects

### Art/Culture

- Translation of the **history book** *Send the Alabamians* by Nimrod Thompson Frazer (University of Alabama Press)
- Translation one chapter for an **collection of essays** about the Gestapo for the French National Centre of Scientific Research (CNRS)
- **Documentaries** (about travel, modern art, nature, solar system) for the production company Camera Lucida
- **Art book** *American Realism* by Gerry Souter for Parkstone Press

### Travel/Tourism

- Website, marketing campaigns and related material for **American Airlines**
- In-flight brochures and menus for **Swiss Airlines, Edelweiss Air, Delta Airlines** and **American Airlines**
- Communication for **Intercontinental Hotels Group** and **Rocco Forte Hotels**

### International development

- Articles, internal documentation, communication material and orientation guides for the **UNHCR**
- Articles, internal documentation and communication material for **UNICEF**
- Articles and marketing contents for **Toms**, a company involved in community development programs ([www.toms.com](http://www.toms.com))

### Environment

- Textbook **Environmental Economics & Policy** (Tom Tietenberg) for Pearson
- **Documentary** on GMOs directed by Frédéric Castaignède
- **Environment projects and sustainable development programs** for major corporations

### Marketing/Communication

- Marketing material and internal communication (incl. training programmes) for **IKEA**
- Marketing campaigns, press releases, newsletters, marketing kits, FAQs, brochures and other marketing material for **Volvo, Bombardier, BlackBerry, Philips, Thomson Reuters, Zurich Insurance, EDF, Ten10 Lifestyle Magazine, Netflix, Pernod Ricard, Dr Martens, ASOS, Urban Outfitters, Superdry, Dr Martens, Victorinox, Cath Kidston, Orlebar Brown, Montblanc**, etc.
- Textbooks for Pearson Education:  
**Marketing Research, An Applied Orientation** (Naresh Malhotra)  
**Marketing Management** (Philip Kotler, Kevin Keller)  
**Marketing Principles** (Gary Armstrong, Philip Kotler)

### Management

- Extensive translation project for training modules based on *The Challenger Model* for **Eisai pharmaceuticals**
- Management textbook **Fundamentals of Management** (Stephen Robbins) for Pearson Education
- Course notes for **Learning Tree International**:  
*Leadership Skills: Building Success Through Teamwork*  
*Strategic Planning for Organizational Success*
- Leadership and Orientation Workshops for **Intercontinental Hotels Group**
- Forms and guidelines relative to staff appraisal for **Europ Assistance**

### Corporate communication

- Health Risk Assessment and Risk Register for **Europ Assistance**
- Guidelines regarding gifts, business entertainment, events policy and media relations as well as graduate recruitment offers for **SG CIB Europe**
- EMEA Technology Planning / Diversity Utilization Plan / Environmental Policy / Health and Security Standards for **Goldman Sachs**

*Economy/  
Finance*

- Investor Presentation for **BPost** (Belgian Post Group)
- Reports, programs, internal documents and customer information for **Société Générale, Natixis, Goldman Sachs, AXA**
- Textbook ***Microeconomics*** (Robert Pindyck) for Pearson Education
- Textbook ***Wine Business Management*** (*Steve Charters*) for Pearson Education