

# Virginie GOURON

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## Technical translations Reviewing

### PROFESSIONAL EXPERIENCE

#### Since 2013

**Freelance technical translator** - English and Spanish into French  
Translations in different fields, mostly in:

- Health/Pharmaceuticals (clinical trials, leaflets, summary of product characteristics...),
- Medical instrumentation,
- Nuclear industry,
- Industrial Safety
- Corporate Communication,
- Environment
- Oil and Gas
- Aeronautics,
- Cosmetics/Fashion,
- ...

#### 2003-2012

**Technical translation** from English and Spanish into French at  
Provence Traduction, Marseille (France)

- Translations related to the following areas of specialization:
  - Technical (nuclear engineering, electronics and microelectronics, optics, instrumentation, mechanical, medical, IT ...)
  - Regulatory
  - Legal (civil status, contracts, regulations)
  - Editorial (press releases, presentations, leaflets)
- Project management: *translator team coordination, terminology management and consistency*
- Terminology: *follow up of client-specific terminology, online terminology tool management*
- Outsourcing: *recruitment of freelance translators for the project and terminology follow-up*
- Layout: *InDesign, Quark Xpress, conversion of PDF docs to Word with layout as original*

#### 2002-2003

**Project manager** – in charge of legal translation department at  
TECTRAD, Colombes (France)

- Management of client relations: quotes, deadlines, specifications
- Outsourcing translator/reviewer team
- Coordination of work from order to delivery

#### 2001-2002

**Bilingual technical assistant** - DOW worksite for CAMOM,  
Shell Chimie site – Berre l'Etang (France)

- Translation of mails, quotes and other technical documents (specializing in pipes)
- Written and oral communications with the English speaking customer
- Document management

**1998**

**Probation officer** – Prince William County, Virginia (USA)

- Translations from English into Spanish of administrative documents
- Follow-up interviews with adults and teenagers mainly in English, and in Spanish

## EDUCATION

**2001**

DESS Langues et Techniques, French equivalent of graduate degree in translation from English/Spanish into French - Rennes University (France):

- *Technical translation and terminology*
- *Technical writing*
- *Project manager: creation of an English/French technical dictionary (~30,000 terms)*

**1999**

MAITRISE L.E.A, French equivalent of masters degree in specialized translation -Aix-en-Provence University (France):

- *Translation*
- *Business management – marketing – accounting*
- *International and European law, international trade*

**1995**

Graduated in Sciences - Aix-en-Provence high-school

## INTERNSHIPS

**2001**

LUCYOL, Brignoles – Translator

- *IT translations*
- *Linguistic and technical reviewing*
- *Project management*

**2000**

STUDEC, Vitrolles – Terminologist and translator

- *English-French translations of technical documents*
- *French-English translation of installation/removal of helicopter parts*

**1999-2000**

Liaison interpreter for European and agricultural meetings in Rennes and Loudéac

- *Acquisition of European organizations' terminology*
- *Acquisition of agricultural and breeding terminology*

## IT and SOFTWARE

Software:

MS Office 2003 & 2007 (Word, Excel, Access, PowerPoint);  
InDesign, Abby Finereader, QuarkXpress, Visio, FrameMaker,  
Ventura

CAT Tools:

SDL Trados Studio 2014

## MISCELLANEOUS

Abroad:

3 months as au pair in Spain  
Several trips to the United States

Leisure:

Violin (member of amateur and semi-professional orchestras),  
Swimming