

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 (ophthalmic laser surgery, medical devices database...),
- Nuclear industry,
- Industrial Safety
- Corporate Communication,
- Micro-electronics
- Environment
- Oil and Gas
- Aeronautics,
- ...

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

- 1998**
- Document management
- 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