



Denisa Sedef



Freelance translator: English - French - Czech - Slovak

✉ 100 Av. Charles de Gaulle, 95160 Montmorency, France ☎ 0783550150 @ denisa.sedef@slovakme.com

EDUCATION

2018 – 2019 **Master's degree (Master 2), Translation and multilingual mediation (TRM)**, Language Sciences, Inalco, Paris (French - English - Slovak)

2017 – 2018 **Master's degree (Master 1), Language Industry and Specialized Translation (ILTS)**, Applied Foreign Languages, University of Paris Diderot-Paris 7 (French - English)

2004 – 2009 **Master's in Teaching Degree: French Language and Literature - Aesthetics**, Faculty of Philosophy, University Comenius, Bratislava

CERTIFICATES & COURSES

2019 **Training courses in SDL Trados Studio** | Datawords Group · Levallois-Perret · France

2017 **The Advanced Diploma in French Language (DALF C1)** | French Institute of Bratislava

2016 **Cambridge Certificate in Advanced English (CAE)** | British Council of Paris

2010 – 2013 **Business English** | International House · Bratislava

2011 – 2013 **MS Office and Business Communication courses** | Trenkwalder · Bratislava

2008 **Training course for teachers of French as a foreign language** | Université Liège · Belgium

2008 **Certificat de langue anglaise "The Common European Framework B2"** | Canadian Bilingual Institute · Bratislava

2007 **B licence**

LANGUAGES

Slovak: mother tongue

Czech: expert (C2)

English: advanced/expert (C1 - C2)

French: advanced/expert (C1 - C2)

German: intermediary (B1)

EXPERIENCE

08/2019 – present **Freelance translator (EN / FR / CZ > SK)**

- **marketing texts** (lifestyle, health, beauty & cosmetics, fashion, dating services, home appliances, food & drinks, animal nutrition, travel, education) for brochures and websites;
- **financial/business documents** (market research analysis, business correspondence, internal company communication);
- **legal documents** (terms and conditions, business contracts, confidentiality agreements)

01/2020 – present **Primary school Slovak language teacher** (volunteer work) | Slovak school in Paris and dance group Margarétka

09/2019 – 06/2020 **Manager and editor of the school newspaper "Petit Jules"** (volunteer work) | Kindergarten school · Montmorency

01/2019 – 07/2019 **Multilingual project management trainee | Datawords Group** · Levallois-Perret, France
Coordination of multilingual language projects: management of translators and proofreaders; assistance in negotiations with translators; follow-up of translators; proofreading and management of content validation; daily contact with the various internal teams and service providers

09/2014 – 06/2015 **French teacher** (part-time) | **Canadian Bilingual Institute; Office of standardisation, Metrology and Testing** · Bratislava, Slovakia | Group courses for government officials

03/2014 – 08/2017 **Maternity leave** · Slovakia and France
An extended period of maternity leave to bring up my daughter and son until they were old enough to start kindergarten

09/2013 – 02/2014 **Customer service assistant | 2beGROUP**
Remote communication with French and English-speaking customers for the rental and insurance of ski equipment in the Alps; administrative and commercial tasks

01/2010 – 06/2013 **Business Coordinator | Swiss Re Slovakia**
Contact point for facultative property and casualty underwriters based in Zurich working with its own client portfolio (African regions); daily use of internal tools and MS Office; coordination of tasks between teams (accounting, claims, underwriting)

09/2007 – 12/2010 **Translator, proofreader and writer** (part-time) | **Logos, KS Milost'** | Various English to Slovak translations and stylistic revisions: excerpts from books, articles, interviews; editing of articles; stylistic revisions

09/2007 – 06/2009 **French teacher** (part-time) | **Fertilagri; High school Jura Hronca** (GJH) · Bratislava, Slovakia | Group courses for employees and high school students

06/2007 – 08/2007 **Student Summer job | Camp Ramah | Massachusetts**

07/2006 – 05/2007 **Receptionist | French Institute of Slovakia** (part-time) · Bratislava | Receiving visitors and clients at the institute's reception desk