

Curriculum Vitae

Quality

Speed

Honesty

Suzan R. Sylva

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FREELANCE TRANSLATOR

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E Mail:

OBJECTIVE :

- To work as a freelance translator in your agency. To gain more professional translation skills and to increase my knowledge level.

LANGUAGES:

- **French:** Native
- **English:** Fluent
- **Spanish :** Advanced level

EDUCATION:

2003/2005

- **Aix-en-Provence University, Faculty of Arts, Aix-en-Provence, France**
- Master's Degree in Professional Translation "Métiers de la Traduction"
- **Relevant Coursework:** Law translation (agreements, deeds, judgements, penal code extracts), Technical Translation (Computer, motor, aeronautics) and Medical

2000/2001

- **Lille University III, Lille, France**
- Master's degree in International Relations and Intercultural Cooperation.
- **Relevant Coursework:** Arts Politics and Development in Europe, Cultural French Right.

1994/2000

- **La Rochelle University, FLASH, La Rochelle, France**
- Bachelor of Foreign Languages Applied to International Affairs, specialization in America's languages.
- **Relevant Coursework:** International Economics, International Trade Law, Business English

AREAS OF EXPERTISE:

Proficiency in French and English :

- Good understanding of the language nuances
- Able to thoroughly research information related to the topic to be translated
- Assimilation of the terminology associated with each topic
- Maintain the sense, tone, and style of the original text

Work ethic :

- Rigorous and efficient work discipline with minimal to no supervision
- Able to meet/respect requested deadlines
- Conception of systems and models to improve work production, condition and security
- Introduction and implementation of new concepts and methods into the workplace
- Rapidly and efficiently adapt to changing circumstances or emergencies
- Mutual relationship based on respect with supervisors, peers and subordinates alike

Communication :

- Efficient at translating complex messages or texts into common terms while maintaining the integrity of the text
- Excel in promoting effective and positive communications

Resources management :

- Administration and management of work shift schedules.
- Supervision and coordination of operational activities.
- Leadership based on promoting subordinates personal and professional development.
- Strong interpersonal skills generating a positive synergy which encourages cooperation.

Self-improvement :

- Great intellectual curiosity, open-minded, adaptable to new technology and concepts.
- Participated in many personal and professional development courses and skills training.

PROFESSIONAL EXPERIENCE :

Medical, Health Care & Pharmaceutical :

- Insulin brochure aimed at physicians and diabetic patients (20.000 words.)
- Medical equipment user manuals (Harcz and Partner – 8.000 words.)
- Pharmaceuticals user information leaflets (Baguette translations – 50.000 words.)
- Pharmaceuticals patents (Isotranslations – 5.000 words.)
- Da Vinci Surgical System (Lingo 24 – 18.000 words.)
- Clinical trial (TranslationCentral – 5.000 words.)

Advertising & Marketing :

- Company profiles (Baguette Translations – 250.000 words.)
- Press releases (Lingo 24 – 10.000 words.)
- Performance Management, Rolls-Royce (Lingo 24 – 5.000 words.)

Hotels and Tourism :

- Tourism websites (Lingotip -10.000 words.)
- Airline websites (Veridiantranslations – 20.000 words.)
- Hotels guide (Isotranslations 15.000 words.)

Social Sciences & Economy :

- Reports on Rights and Equality (Education International – 10.000 words.)
- Reports for WorldBank (Lingo 24 - 8.000 words.)
- Press releases (Lingo 24 - 5.000 words.)

Engineering & Electricity :

- Azurite project, Offshore oil station (Andovar – 50.000 words.)
- Rolls Royce (Lingo24 – 3.000 words.)
- Audi (Lingo 24 – 20.000 words.)

TRANSLATION SOFTWARE :

- Trados 2007, 2009, 2011
- MemoQ
- Wordfast
- SDLX
- Word
- Excel
- Power Point
- Outlook

Quality is My Passion.
Quality is My Business.

