

CURRICULUM VITAE

CIVIL STATUS

Name: Cecilia REILLY
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EDUCATION:

- Leaving Certificate, Matriculation (National University of Ireland), Certificate of Social Science.
- Diplomas in Secretarial Studies and Commerce.
- Diplomas in French Language and Spoken French.
- Marketing and Public Relations courses.
- Italian courses Paris and Florence and German courses in Dublin and Paris.
- Computer course in Nice.
- Courses on various Microsoft products organised by Microsoft France for professionals.

PROFESSIONAL EXPERIENCE:

- April 1989 - Present:
Freelance technical translator
Fields: Agri-business and Nutrition, Insurance, Banking, Economics, Environment and Ecology, Finance, Data processing, Legal, Advertising and Public Relations, Tourism, Waste management, etc.
References: Cap Gemini, Stéria, Jacadi, ELF Aquitaine, Infogrames, Onyx (Groupe Vivendi), Sita (Groupe Lyonnaise des Eaux,) Volvo, Rhône-Poulenc Rorer, Thales, Vinci, Accenture, Sogebra, Sofrecom (Groupe France Telecom), Pierre & Vacances, Renault, Citroen, Peugeot ...
- July 1986 - March 1989:
Cambridge Energy Research Associates, Paris. Responsible for setting up word processing system, production of documents, standardisation of correspondence and training of staff on Microsoft WORD (word processing) Excel (spreadsheet) and telecommunications programmes. Translations for French clients
- 1977 - 1986:
Freelance technical translator.
Sales and Public Relations Executive for the South of France for French subsidiary of Waterford Crystal .
- 1970 - 1977:
Marketing Executive in the Paris office of the Irish Industrial Development Authority (IDA Ireland) covering several European countries.
Translation of all documentation concerning client companies for head office in Ireland.
- 1969 - 1970:
Administrative Assistant in charge of the administration of the Instructor Training Centre run by the Industrial Training Authority (AnCO) in Dublin, Ireland. Then Administrative Assistant in the Clothing and Textiles Section responsible for the organisation of the National Training Committees concerning these industries and the organisation of training requested by foreign companies setting up in Ireland.