



Tristan Jimenez

Translator – Proof-reader

English into French

CONTACT

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AREAS OF EXPERTISE

- Translating / Proof-reading:

- [Business](#) documents
- [Financial](#) documents
- [Legal](#) documents
- [Technical](#) documents
- [Engineer](#) documents

PROFESSIONAL

- SDL Trados Studio 2011 Training
- National Certificate for Personal Licence Holders
- Health & Safety Certificate
- A-Level in Science

KEY SKILLS

- Able to fluently speak, write and read French and English
- Excellent communication and social skills.
- Highly skilled in Word, Excel, Powerpoint, Gimp.
- Use of CAT tools
Translition Memory

PERSONAL PROFILE

Responsible, reliable and organised translator, fluent in both French and English, with proven ability to translate written documents from English into French in a professional manner, while respecting deadlines. I am available 7 days a week and can operate on a quick turn-around. I take pride in working to a high standard, I would therefore be delighted to work for a successful company that provides great opportunities in career development.

CAREER HISTORY

2011-2012 Translator

- *Swiss Solution Services*
Translation of 3 [Business letters](#) – 800 words
Proof-reading a [Training Description](#) – 4500 words
- *PLT SAN VE*
Proof-reading a [SONY brochure of cameras and lenses](#) – 20000 words
- *Child and Youth Finance International*
Translation of a [Financial Movement Strategy](#) – 2200 words
- Translation Doctor Ltd
Translation of a [Legal Company Act](#) – 4500 words
Translation of a [Brochure](#) – 4500 words
- *Idioma s.r.o.*
Translation of a [Programming Manual](#) (technical) – 2000 words
- *Tuana Dil Ltd*
Translation of a [Sales Policy Document](#) – 500 words
- *Smart Organic Solution Ltd*
Translation of a [Website selling nutritional supplements](#) – 10000 words
Translation of a few [flyers, brochures](#) – 3000 words
- *InterVoice BV*
Translation of a [Business Press Release related to C2C](#) – 500 words
Translation of a [Website related to voice over bookings](#) – 3600 words
Proof-reading a few documents – 2000 words
- *BroadGroup*
Translation of [Press Releases related to Datacenters 2012](#) – 2000 words

2006-2011 Manager - *Balls Brother (UK)*

Responsible for : 20 employees (recruiting, training, briefing and motivating), the business plan, marketing and promoting the business, the stock as well as the stock takes, and the finances including expenses, takings, wages, P&L analysis, etc.

REFERENCES – Available upon request.
