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| **ELVINA PIGANEAU**  **FRENCH FREELANCE TRANSLATION TRANSCRIPTION PROOFREADING**  **SIRET 520 168 055 00017 APE 8219 Z TI 330 569 406 531** | | | | | | | | | |
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| **TRANSLATIONS** | | | | | | | | | |
| **Langage Pairs :** | English **🡲** French  Spanish **🡲** French  German **🡲** French | | | | | **Rate per Word :** | | 0.08 € (euro) per source word  0.08 € (euro) per source word  0.08 € (euro) per source word | |
| **Competences Fields :**  Other (on request) | General  Technical  Technological  Instruction’s Manuals | | Waterway  Railway  Highway  Travelling  Farming | | Furnishings Decorating  Watchmaker  Art  Music (inst.-pieces) | | Gastronomy  Culinary arts  Sports  Wines (Vini-Oeno)  Aromatherapy | | Cosmetics  Education  French Culture  French Hist.-Geo.  Hunting / Fishing |
| **OUTSOURCERS PORTFOLIO EXAMPLES OF TRANSLATION JOBS** | | | | | | | | | |
| Alphatrad - Traducta - Viaverbia - Filogis - Porter - Phileas Word - Andovar - Appen Butler Hill - EPANI - Alombard - Veolia - Transdev - AFPA - INRAP - Région Alsace - Bretagne International - France Telecom - CNSMDP - CCI Deux-Sèvres - CCI Loiret - Université de Bourgogne - Université Paris Est - Université de Grenoble - CNRS - Université PACTE - IGA - ENPC - IFSTTAR - ParisTech - CSO - INRA ... | | UK -> FR  DE -> FR  ES -> FR | | Practical Action – Global Recognition Program Enzymes – Market Features Currency – Magnetic nails – Global IS service Desk – Employer questionnaire Washington – FT3011keyboard – Birth certificates – Netafim – Trafigura - Utility Tower Heater …etc.  SINN Spezialuhren Katalog 2009-2010 / Press Kit 2010 – Sutari Gmbh – Besprechungsprotokoll Hegla Food infos – Mutuelle O-Jettair – HymaxGrip – Kussman GmbH – Morgan4 – Gutknecht Mobilbau – Invima AG – TCS oldtimer – Dacos – TeckNit – PZM AG Ingenieure für Gebaüdetechnik – Neuroth – GetCSI – Kusser Granitwerke – ForaForm – Technische Universität Darmstadt …etc.    Calefacion – Symaga – ITES Monterrey – Certificado de nacimiento – Manual de Carga y Transporte – LaPrensa – LaCapital – ClarinX – Estadao – Sarl ALDIP – Registro Civil Mollerussa – Duction.co …etc. | | | | | |
| **All works are covered by a Professional Liability Insurance – Allianz** | | | | | | | | | |

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| **PIGANEAU Elvina Hélène**  **🖂** 4, Haut-Redon 33890 Juillac France  **🕿** +33.5.57.47.49.16 **🖁** +33.6.15.22.13.18  **🖨** +33.9.58.80.49.16 **@** burodeclic@free.fr  **🌍** http://sites.google.com/site/burodeclic/ | | Born on December 1, 1975  in Bordeaux (33)  Married, 2 children :  Lea (17/04/2000)  Victor (17/05/2003)  Licence B |  |
| **PROFESSIONAL EXPERIENCE** | | | |
| **Since 2009** | CREATION Of BURODÉCLIC - TELECOMMUTE SERVICES  Translations - Transcriptions - Text copywriting - Corrections - Graphic Design | | |
| **1998 – 1999** | SECRETARY – IN CHARGE OF ARTISTIC DIFFUSION  For the Association « Musique pour Tous, Musique Autrement » in Mérignac (33).  Management and accountancy, data-processing management, reception, phoning, direct-mail, typing and page-setting, back-transcription, corrections, planning management, information, booklets... Prospecting and sales work for concerts (symphonic music, chamber music). File design (programs, press, subsidies, sponsorship...), ticket management, posting, publicity… Box office and advertising management... | | |
| **1992 - 1997** | HORSEMANSHIP FACILITATION IN C.V.L  The preparation and implementation of educational projects. Responsibilities in a group framework. Duty of communication and of receptivity towards child and adult.  Montrem (24) – 1996 / 1997 Farges-Allichamps (18) – 1995 La Roquille-Pineuilh (24) - 1992 | | |
| **DIPLOMAS & SCHOOLING** | | | |
| **1996 - 1997** | DEUG 1st year – Visual Arts (Michel de Montaigne University) | | |
| **1995 - 1996** | DEUG 1st year –History of Art and archaeology (Michel de Montaigne University) | | |
| **1995** | BACCALAUREAT, series L French literature, Philosophy and 3 languages.  Elysée Reclus College Sainte-Foy-la-Grande (33). | | |
| **1993** | Monitor Certificate for Horsemanship (BAFA) | | |
| **MISCELLANEOUS** | | | |
| **Languages** | French native - English - German - Spanish | | |
| **Data Processing** | OS: Windows 8.1 - XP - Vista  Software: Word – Excel – Publisher – PowerPoint – PDF...  TAO: Memsource  Scanning – Printing – Engraving | | |
| **Hobbies** | Horsemanship: Bronze spur and Clamp (1989), Galop 5 (1992) - FFE.  Music and Singing : Tenor Baroque Recorder : Grade II – Singing : Grade II  The Associated Board of The Royal School of Music. London.  Painting, Drawing, Graphics, French and world cooking, Gastronomy, Aromatherapy, Music, Gardening. | | |