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|  | **FREE LANCE TRANSLATOR**  **FRENCH – ENGLISH – SPANISH**  **Françoise BAUMANN**  🖁+33 (0)6 63 31 66 73  @ [baumann.tradassistance@gmail.com](mailto:paquibaumann@gmail.com)  **PROFESSIONAL EXPERIENCE**  **2009 – 2013    GE CONSULTANTS, chartered accountants in Aix en Provence (France)**   * *Translation of accounting reports, legal or sales documents in English & Spanish*   *(*real estate programs for investment projects, formalities,  engagement letters, forecast budgets, statements)  **2002 – 2008    FRANCELOC holiday residences head office (France)**   * *Translation of tour operators’ contracts / commercial brochures / web site, web forms (English, Spanish & Italian)* * Billing & reminders to European agencies * Booking accommodation for groups and providing services * Marketing for campsites (prospecting and contracts)   **1999 - 2001    VIP RIVIERA SERVICES, Anglo-French incoming agency in Nice (France)**   * *Guide assistant for business English-speaking customers in incentive tours in the French Riviera* * Tailor-made programs in English   (accommodation, catering, guided tours, coach rental or private drivers)  **EDUCATION**  **2013 – 2014    Professional trainings by Société Française des Traducteurs (Paris)**   * *How to success in translation business and find customers* * *Translation tools (TAO, memories) / Multilingual voice dictation* * *Documentary strategy to improve productivity*   **2001 Technical degree in Tourism** - Sales and tourism production specialization  **June 1999** High School Literary Diploma **Languages specialty (first-class honors)**  **SKILLS**   * Translation Memory: Wordfast Pro * Database - software Quadratus, Sage accounting basics * Office pack (Word, Excel, PowerPoint, Outlook) * Languages: English Professional - bilingual Spanish/French - current Italian - German good concepts.   **MISCELLANEOUS**  Hobbies : Reading, cinema, music, volunteer Spanish-speaking activities.  Travels : South America, Spain, Italy, Portugal, Switzerland, Germany. |