

**MOUSSARD Adeline** - 26/08/1982  
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## Professional experience

### Technical translator - Project manager

Raptrad (Toulouse)

November 2007 - November 2011

Translation and proofreading of technical and marketing documents.  
Management of large-scale projects and related conversions and schedules.

### Technical translator

Magicaplanet (Monestrol)

May 2006 - November 2007

Translation and writing of instructions, management of international supplier relationship, drafting of product sheets.

### Technical translator (Internship)

Labinal - Safran Group (Blagnac)

March to July 2005 (Master training)

Translation of documents dealing with the quality management system in preparation for an audit: quality manual, procedures, instructions, records, etc.

## IT tools

### Microsoft Office

Excellent knowledge of **Word** and related Trados menu.  
Good knowledge of **Excel** and **PowerPoint**.  
Basic knowledge of **Access**.

### SDL Trados

Excellent knowledge of **Workbench** (memory creation, management and maintenance).  
Excellent knowledge of **TagEditor** (conversions, 100% locking, language management, etc.).  
Good knowledge of **STagger** (FrameMaker conversions in particular).  
Good knowledge of **MultiTerm** (creation of databases from glossaries).

### Adobe Pack

**InDesign** (conversions and page layout after translation).  
**Photoshop** (modification of images for translation integration).  
**Illustrator** (translation integration to images).  
**FrameMaker** (page layout after translation).  
**Adobe Reader Pro** (noted PDF of proofreading or quality control).

### Quark Xpress

Conversion management; page layout after translation

### Note:

*During these professional experiences, I also integrated subtitles to a video and converted Access databases into memory exports for Trados.*

## Diplomas

### **DESS Techniques de la traduction et traduction spécialisée (equivalent to a Master of technical translation)**

Toulouse – Grade B pass

Medical and financial English; juridical and medical Spanish; translation methodology; terminology; localization; consecutive translation; aeronautical English

### **Maîtrise de traduction spécialisée (equivalent to a 1st year of Master of technical translation)**

Montpellier – Grade B pass

Technical, medical and economic English; Spanish for tourism; simultaneous translation; intercultural communication.

### **Licence LEA (Degree of applied foreign languages)**

Sevilla – Grade C pass

Economics; society law; marketing; English; Spanish; Spanish history; translation.

### **Deug LEA (1st and 2nd year of study - applied foreign languages)**

Nice – Grade C pass

Translation; English and United States history; Spanish history; private law; economics; management; French.

## Leisure activities

Horseback riding (Galop 7 diploma)

Flute (M2 diploma)

Rock climbing

Hiking