Alexandre CHETRITE

Paris, FRANCE

E-mail : theo.ask@gmail.com

Proz.com link: <http://www.proz.com/profile/104748>

Professional Web Page : <http://theoask.wixsite.com/french-translation>

Proz.com Member

SDL Trados Studio 2011 Freelance Owner

 **NATIVE FRENCH FREELANCE TRANSLATOR**

**English>French Translations & proofreading + Transcriptions**

**Native language: French**

**SPECIALIZATIONS: Business and IT**

**EDUCATION**

2004 Course in **Information Systems Management**, Web-based Technologies

 and Database Management (duration: 1 year at a French University)

2002 **Master of Science in International Business** (Minor in High-Tech IT) with Honours

 SKEMA *European Business School (Sophia-Antipolis, France)*

*2001* **Bachelor of Business Administration (BBA)** in Business Computer and Information Systems with Cum Laude

 *Hofstra University (New York, USA)*

1997 **Baccalaureat** (Section Business) with Honours (A-Levels) in Economics

 *France*

Childhood - 1995: **Study of English as a second language** at a bilingual school in the South of France. All courses in English and in French. UK and US cultures.

**MAIN EXPERIENCE**

**Public Sector (France):**

* *French governmental institution : « French Ministry for the Economic and Finance »*
	+ IT internal consultant and IT User Assistant (Help Desk & support)

**IT Experience:**

* BMC Software (Multinational professional software editor)
	+ *Internship as Internal Business Analyst in bilingual projects*
	+ *Liaison with English speakers*
* Interactive Intelligence (US-based software editor)
	+ *Temporary contract as Customer Service agent*
	+ Personal customer care ‘ou bien service) in several languages (French, English, Spanish)
* iSMART (French start-up specializing in artificial intelligence)
	+ *Internship as Business Analyst and Marketing Coordinator*
	+ *Localization of marketing strategies for the French market*

**Other:**

* An-Nur Hôtel (3-star hotel in London)
	+ *Receptionist (trilingual: English/French/Spanish)*
	+ *Interim Manager (when Manager away)*
* VPN (Leisure and Travel E-Company)
	+ *Sale of leisure packages to French and English-speaking customers (worldwide)*

**SPECIALTIES**

IT, Website translation, Business/Finance/Marketing, Academic, General.

**LANGUAGES**

**French**: native

**English**: professional

**Spanish**: intermediate

**STRENGTHS**

Reliable, hard-working, curious.

**RATES**

**On request.**

Payment type: PayPal, Wire transfer (charges to sender), EU certified cheque.

**ACHIEVEMENTS**

* Taught FLE (French as Foreign Language) for two years
* PET and FCE from Cambridge University (UK)
* TOEFL (610)
* Taught conversational English to French people
* Lived and worked in the UK (London) for several months
* Studied 2 years full-time in New York State, USA.
* Numerous trips to USA West Coast, East Coast, Louisiana, Kansas.

**SOFTWARE AND HARDWARE**

O/S: mainly Windows, knowledge of Linux

Software: Microsoft Office, Libre Office (free desktop suite), Meta Texis (CAT tool for Microsoft Word), Powerpoint, Photoshop, SDL TRADOS 2011 Freelance, various.