**Claire Breteau – French to English Translator**

**Current address:** 30 Macaulay Road **Email:** clairebreteau92@gmail.com

London **Phone:** 07491 954 216

SW4 0QX

**Skills**

**Languages** Native English

Fluent French

Intermediate Russian

**IT Skills** Proficient user of SDL Trados

Expert user of Xbench

Extensive use of Microsoft Office

Skilled user of Subtitle Workshop and Aegisub

Strong foundation in JavaScript, HTML and CSS

**Work Experience**

**11/2017 – 04/2019 GlobaLexicon:** Quality Assurance Executive

• Keen eye for detail developed through ensuring the quality of translated files  
• Translation and proofreading of French and Russian documents into English  
• Localisation of English documents (EN(US) > EN(UK), EN(UK) > EN(US) and EN(CA) > EN(UK))  
• Overlay of word and excel files into XML  
• Subtitling of pharmaceutical videos  
• Experience working with Microsoft Word, PowerPoint, Excel, Xlates, XLFs and XMLs  
• Extensive experience working with CAT tools such as SDL Trados and the QA tool Xbench

**08/2017 - 11/2017 Freelance Translation of Technical Texts** (English into French)

**08/2014 – 11/2017 Lareine Engineering Ltd:** Admin Assistant

• Working remotely in the estimating department, providing quotations and answering enquiries

•Liaising with clients, replying to correspondence via email and phone calls

•Providing method statements and risk assessments for all installation projects

**09/2010 – 06/2014 Water Aid Edinburgh:** Committee Member

•Promoted fundraising events

•Raised awareness for the charity and its campaigns on campus.

•Took the lead on organising two successful charity events raising over £1,000.00.

•Worked as part of a team to organise other events as well as collaborating with other societies

in order to maximise the money raised for the charity.

•Helped set up the Water Aid Edinburgh Community for those wanting to get involved but who

were not students, advised them on different ways of raising money, what worked and what did

not as well as providing them with useful contacts.

**10/2012 – 05/2013 The State Hermitage Museum, Russia:** Volunteer

•Worked in the archaeology department, proofreading documents translated into English.

•Translated articles from Russian into English.

**Education**

**09/2016 - 09/2017 University of Birmingham**

**EMT Accredited Translation Studies MA (French into English) (2:1)**

• Produced high quality translations of different text-types including scientific, technical, legal, financial, journalism and creative writing.

• Produced coursework specialising in medical texts and an extended translation project specialised in

literary journalism (awarded A grade).

• Trained extensively in using SDL Trados, WordFast Pro and Terminology Management systems.

• Strong research and analytical skills with a confident ability to determine the credibility of sources.

• Ability to successfully complete several different tasks within a small-time scale.

**07/2015 - 07/2016 International School of Linguists**

**Level 3 Qualification in Community Interpreting (full credits)**

• Glossaries developed in French and English in the following areas: Education, Immigration, NHS,

Welfare Benefits, Social Work, Housing and Mental Health Services.

• Successfully completed a role play between patient and doctor, including a sight translation of a

patient information leaflet, adhering to standard procedures, remaining accurate and professional.

**09/2010 – 06/2014 University of Edinburgh**

**Russian Studies and History MA (Hons) (2:2)**

• A **c**omprehensive grounding in Russian language, literature, culture, history and linguistics.

• Year abroad spent in St. Petersburg studying Russian at the St. Petersburg State University and

volunteering at the State Hermitage Museum.

• Completed Dissertation in Russian: A critical analysis of Pravda’s coverage of Chernobyl

from 1986-1991 in order to determine the success of Gorbachev’s media policies (awarded

B grade).

• Confident presentation skills developed through multiple presentations in both English and

Russian, receiving 68% on a presentation in Russian on the Russian anti-gay propaganda

laws.

**09/2008 – 06/2010 Hockerill Anglo – European College, Hertfordshire**

**International Baccalaureate (36/45):** History, English, French, Spanish ab initio, Chemistry, Maths,

and Extended Essay in Human Rights: ‘To what extent can the limits on women’s access to secondary

education in Pakistan be justified?’ (awarded A grade).