

**Joan LE BRIS**

23 rue de la Pointe des Rigoles

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**TRANSLATOR**

**18 years’ experience
in IT, technical and
general translation**

Professional experience

**Since October 2014 Auto-entrepreneur specialised in IT and general translation**

**1999-2014 Translator**

Softeam(78-St Quentin en Yvelines)

IT services provider and software editor, global specialist in object-oriented technologies

* **IT translation**: Websites, user guides, technical documents, case studies, etc.
* **Technical translation** : User guides, technical specifications, technical training courses, etc.
* **General translation**: Sales and marketing documents, administrative materials
* **Proof-reading and correction** of other translators’ work
* Translation **project management**

**1998-1999 Translator**

ATSM(92-Levallois Perret)

Portfolio management software editor

* **Translation** of technical documentation and software user guides
* **Proof-reading and correction** of other translators’ work

**1997-1998 English teacher**

IAL, Chambre de Commerce Franco-Britannique(75-Paris)

English language school

* **English training and tuition** to groups and individuals in client companies, notably in the field of business English (Société Générale, SPI, banks, consulting firms, …)
* **Exam preparation at all levels**, mainly for the Cambridge exams (First Certificate and Advanced Certificate)

**1995-1997 Export sales administrator**

 API Foils (Livingston, Scotland, GB)

 Manufacturer of specialised materials for packaging

* **Sales administration** for clients in France and Germany
* **After-sales service** for French and German clients

Education

* **TESOL qualification (Teaching English to** 1997
**Speakers of Other Languages)** Regent School, Edinburgh, UK
* **Post-graduate diploma in European** 1994 - 1995

**marketing and languages** Napier University, Edinburgh, UK

* **Master of the Arts (MA Honours) in** 1990 -1994

**French literature and language** Edinburgh University, UK

Skills

**Languages** Bilingual in English and French **IT** Office applications (MS-Office, OpenOffice)

Intermediate level in German Joomla (internet site creation and management)

 Content production and management applications

**Full clean driving licence**

Interests

* Music – I play the piano and the viola, and am a member of a semi-professional symphony orchestra.
* Sport – Notably cycling and swimming.