**COLE Louise**

**Summary of Skills:**

 French Transcription

Translation and editing (mainly from English into French)

 Strong copywriting and business writing experience

 Proficient in English and French with outstanding verbal, written, and editing skills

 Excellent organizational, computer, and interpersonal skills

 Good typing speed and ability to work with latest editing and word processing applications

 Writing skills

 Translation of reports on sustainable development and environment.

 Translation of books for children.

 Post-editing on various projects : health field ; education and e-learning.

**Education :**

License(Bachelor's degree) University of Toulouse II (France) in English

**Work Experience :**

Transcriptionist in medical, law and management companies

Freelance Bilingual Translator

October 2014 - Present

 Freelance transcriptionnist

Writing creative, impressive copy in English and French for a several projects and business partners

 Translating copy from English to French and vice versa as needed

 Working with latest word-processing and editing software and delivering complete and error-free copy

 Created caption files in English and French language

 Ensured final projects are complete and without errors in both the languages