**Rose-Marie BONVIN MAYOUTE**

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**LANGUAGE CERTIFICATION**

University of Cambridge Local Examinations Syndicate (UCLES)

**DIPLOMAS**

Certificate in Advanced English (CAE) 1997, British Council, Nairobi

Professional Diploma in Business Administration, Geneva – 1989

**SPECIALIZED SUBJECTS**

Mother tongue French

Translations English to French

Proofreading/Editing English to French

Post-editing English to French

Web site testing English to French

Software localization English to French

Transcription French

Subtitling English to French

* **Specialist subject areas**: IT, SAP, software, websites, eCommerce, medical (general), legal business, e-learning, tourism/travel, clothing/jewelry/cosmetics, motor vehicles/automotive/machinery
* **Types of documents**: articles, reports, brochures, web sites, leaflets, user manuals, newsletters, questionnaires, user instructions, training courses, product descriptions, press releases, agreements, contracts

**RATES**

Translation Rate 0.06€ per source word

Proofreading Rate 0.03€ per word

Editing Rate 0.04€ per word

Post-editing Rate 0.045€ per source word

Transcription Rate 4€ per minute

Subtitling Rate 4€ per minute

**PRESENTATION**

Since 2000, I’ve been working as a webmaster and freelance and self-taught translator. I have a background and real-world experience in finance & administration in the humanitarian and banking areas, and focus on these areas in my translation work. I translate from English to French. I also offer proofreading, post editing, transcription, subtitling and web site testing. I travelled and worked around Africa, Asia and Europe before heading to the Caribbean where I currently reside.

**RECENT SIGNIFICANT ASSIGNMENTS**

IT website 40,000 words

Data centers & Interconnection services website, translation 23,000 words

SAP documents, translation 48,000 words

Cloud Computing Website, review 200,000 words

Ecosystem-based management for an ONG 20,000 words

Documents for an international organization of the UN 20,000 words

Offering circular 35,000 words

Travel and tourism websites 100,000 words

Retail websites (furniture, beauty products, cloths) 130,000 words

Lubricants and fluids website 60,000 words

E-learning courses for employees 20,000 words

**WORKING EXPERIENCE**

**Freelance translator – 2005/2016**

English to French translator:

* **Computer/Software/IT**: Online Training Courses, Accounting Software, User Instructions, Software License Agreement, User manuals
* **Business/Commerce/Accounting/Finance/Legal**: Master Services Agreement, Bid documentations, Annual reports, Project & Business Proposals, Various Manuals, FAQs, Tax documentations, eCommerce website, press releases, letters, Web Server License agreement, Mutual confidentiality & non-disclosure agreement, online training courses for employees
* **Technical/Engineering/Medical/Telecommunication**: User instructions & manuals, Product Descriptions, Operation & Maintenance Manuals, Medical reports, Technical documentations
* **Marketing/Internet Marketing**: Advertising Leaflets, Survey Questionnaires, Research Market Questionnaires
* **Websites**: Travel/Tourism, jewelry, fashion, beauty, sport articles, furniture, carpets, technical
* **Various documents**: Identification Service Letter, birth certificates, diplomas
* **Check**: Linguistic, Brand Name and Negative check
* **MT Post-Editing**
* **Subtitling**

**Webmaster/Internet marketer – 2000/2004**

**Finance and Administration Manager – 1999/2000**

INTERNATIONAL FEDERATION OF THE RED CROSS, Abidjan, Côte d’Ivoire

**Administrator/Financial Controller – 1997/1998**

MEDECINS SANS FRONTIERS (MSF-CH), Nairobi, Kenya

**Project Coordinator – Administrator – 1990/1997**

VETERINAIRES SANS FRONTIERES (VSF-CH), Nairobi, Kenya

INTERNATIONAL COMMITTEE OF THE RED CROSS (ICRC), Geneva, Vietnam, Sri Lanka, Hong Kong, Nairobi

**COMPUTER**

Windows 10, MS Office 2016 (Word, Excel, Powerpoint), Email, High speed Internet Connection, Kompozer HTML Editor, Adobe Acrobat, WordFast Pro, Idiom WorldServer Desktop Workbench, Across, PoEdit, Xbench