**SUZY MOLARD**

 **02/17/1992**

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  **3 place Saint Gengoulf**

 **21500 Nogent-Les-Montbard**

**EDUCATION**

**2012-2014**

**MASTER’S DEGREE – Multimedia Translation**

**University of Burgundy, Dijon**

Subtitling - Localization - Specialized translation - Terminology -Communication - Tools and environment of a translator

Internships abroad in companies and two professional theses

**2009-2012**

**BACHELOR OF ARTS DEGREE - Languages (LEA) English / Spanish**

**University of Burgundy, Dijon**

Translation - Civilization - Communication - Law - Economics - Polish and Italian as other languages

Third year in Valencia (Spain) with the Erasmus programme

**2007-2009**

**High School Diploma in the Arts, majoring in Spanish**

**Lycée Montchapet, Dijon**

Specialised in Humanities with Italian option and volunteering extra classes in Spanish program

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**SPECIAL SKILLS**

**Translation:** Experience in clothing, food, cosmetics and appliances industries - specialization in subtitling/dubbing - Transcription - Proofreading - Interpreting

**Sales / Reception:** Cash register - Switchboard - Guided tours - Tourists reception - Sales events

**Computing:** Word - Excel - Powerpoint - SDL Trados - Fab Subtitler - Aegisub

**Languages:**

 **French**: Mother tongue

 **Spanish**: Advanced

 **English**: Advanced

 **Italian**: Basic

 **Polish**: Basic

**ACTIVITIES AND INTERESTS**

**Music:** Guitar for three years, Tenor flute for two years

**Sport:** Rugby in a Spanish team, Badminton

**Travels:**

Language course at the Jagiellonian University in Cracow, Poland during a month (classes in the morning and extra activities in the afternoon)

Educational trips with school in Spain

Vacations in Spain, England, Germany, Portugal, Malta, Morocco, Poland, USA, Canada, Costa Rica, and Mexico

**Cinematography**

**Driving licence:** 17/02/2011

**PROFESSIONAL EXPERIENCES**

**Since January 2015: Freelance translator-Interpreter**

**(English / Spanish)**

**June - September 2018 and April - October 2019: Tourism receptionist**

**Tourism office, Dijon**

Tourist reception - Guided tours - Switchboard - Stock management

**May 2016: Temporary work**

**IPS, Dijon**

Call centre agent for a banking company

**December 2014: Temporary work**

**Disneyland Paris, Marne-la-Vallée**

Guide and Security - Service in restaurants - Stocktaking

**March – July 2014: Internship in a dubbing agency**

**Audioprojects, La Garriga (Spain)**

Translations of scripts, synopsis and credits in English and Spanish - French and Spanish subtitling - Translations and subtitles proofreading - Transcriptions

**March – July 2013: Internship in a translation agency**

**Betterlanguages, Nottingham (UK)**

Projects management - Translations (mainly for food and clothing) - Proofreading - Terminology database management

**2012 – 2014: Extra worker**

**Les Anis de Flavigny, Flavigny-sur-Ozerain**

Sales in the shop - Guided tours of the factory - Switchboard - Translations - Sales events

**September-December 2012**:

Sales events in Burgundy for regional products: The traditional candy factory “les Anis de Flavigny” and the cheese dairy “Delin”

**February – June 2012: Internship in a transportation-related management company**

**Vialtis, Valencia (Spain)**

Administrative tasks - Database management - Switchboard - Translations

**2010-2011**:

Weekly waitress in the Irish Pub McCarthy’s in Dijon

**2009-2010**:

Tutoring during a year for a secondary school student, in Dijon