

Curriculum vitae Laure Möllers (Lépinay)



Brief overview

Multipurpose translator due to wide experience in several fields.
Translation of more than 50 000 pages.

Languages: French native tongue, German bilingual and bicultural, English fluent
Software: MS Office, MemoQ, Trados Studio 2019, Memsources, GTT

Personal information

Date of birth 18 June 1966
Nationality French
I have been living in Germany for 27 years.

Professional experience

June 2012 until today **Freelance translator German – French and English - French**
Many translations of Websites (Melitta, Svenson, Shaba,...), in the legal area (contracts, data protection regulations), in the field of tourism (www.visitberlin.de/fr and many hotels) and in the technical field (novopress, centec, Paulmann, Deko-light...).

01/2002 -05/2012 **Order Management for large-scale projects national and international**, AED-SICAD AG Munich, European leader in Geographic Information Systems.

- Answer to public offers, negotiation of sales contracts, validation of sales offers, order processing, delivery to the customers, invoicing
- Coordination of the associated departments : logistic, development, technical consultants, project manager and of the national and international sub-contractors (software and service providers)
- Financial analysis of the projects

01/1998 -12/2001 **Order Management for national projects, SICAD Geomatics Munich,**
European leader in Geographic Information Systems.

- Answer to public offers, negotiation of sales contracts, validation of sales offers, order processing, delivery to the customers, invoicing

Involvement in the creation of SICAD Geomatics within the framework of the reorganisation of Siemens Business Services (transfer of the existing contracts and orders of the German subsidiaries, planning and evaluation of the sales department).

Involvement in the introduction of SAP within the framework of the harmonisation of the computer programmes of Siemens Business Services.

01/1994 -12/1998 **Controller in the headquarters**
Siemens Business Services Munich

- Controlling of the Business Unit in charge with the development of software for public customers
- Planning and reporting
- Negotiation of contracts between the affiliated companies and the headquarters for the purchase of software and services

10/1990 -12/1993 **Controller in the headquarters**
Siemens Nixdorf AG Munich

- Controlling of the department in charge with the development of software for banks
- Monthly reporting and analysis and planned/actual comparison

Education

09/1989 until 07/1990 **MBA International Trade** Institut Supérieur de Management
(Audencia Nantes)

10/1985 until 07/1989 **Master Foreign Languages English / German** applied to international
trade (translator, interpreter), University of Nantes

06/1985 **Bachelor's degree** foreign languages (German, English, Spanish),
Lycée Saint Stanislas Nantes

Monschau, 02.04.2019

