## **ADELINE GROSRENAUD**

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| **Address:**  **Email Address:** | 1 rue de Hivange  4927 Hautcharage  Luxembourg  adeline.grosrenaud@gmail.com | **Nationality:**  **Date of Birth:**  **Daytime Telephone:**  **Mobile Number:** | French  14/09/1981  352 26503391  352 691303999 |

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| PROFILE | Self-motivated, reliable, proactive and positive professional with excellent translation, proofreading, QA, content management skills. 10 years experience in translation and proofreading for various industries such as energy, finance, engineering, health, marketing, IT,software business, technology, children, medical/pharma, automotive, jewellery etc. from French to English (UK/US) and English (UK/US) to French. Looking for jobs within translation, proofreading, content management and QA. 100% deadlines met, fast turnarounds and follows instructions. I work well within a team as well as on my own initiative. Note that I am not working on any projects right now and have an immediate availability. I can translate 3000-5000 words a day. You can view my translation profiles with my portfolio, ratings and feedbacks here: https://www.upwork.com/freelancers/~01e580a0298ee5c527 |
| EXPERIENCE | March 2015 – Now Freelancer with various translation agencies   * Translated the website [www.strikingly.com](http://www.strikingly.com) (Website building tool) from English to French * Freelanced with the translation agency <http://webinterpret.com> on an ongoing project   (translated amazon titles, categories and segments from English to French)   * Translation of Software Elpro Viewer from English to French <http://www.elpro.com> * Freelanced with company [www.knowledgew.com](http://www.knowledgew.com/) on more than 70,000 words on human resource, IT and finance. * Freelanced with company <http://www.lingo24.com> on various translations about various topics including marketing and legal. (for [www.tomtom.com](http://www.tomtom.com) mainly) * Freelanced with company [www.gel-global.com](http://www.gel-global.com), translated electronics & appliances.   October 2014 – February 2015 Freelancer with various translations agencies   * Freelanced with the largest Chinese translation agency <http://www.transn.com/> on a one month project (translated [www.aliexpress.com](http://www.aliexpress.com) listings from English to French) * Freelanced with [www.accentnetwork.com](http://www.accentnetwork.com) on a one month project (translated and proofread a large amount of materials for a Christian/religious DVD/manual which was Andy Stanely’s “Making Vision Stick”) * Freelanced with the translation agency <http://webinterpret.com> on an ongoing project   (translated ebay titles, categories and segments from English to French)   * Freelanced with the translation agency <http://copypanthers.com>   (translated mainly surveys within the automotive field.)   * Freelanced with the translation agency <http://langbaytranslations.com>   ( translated 100k words on energy (power plant safety), and in the medical field.   * Occasional translation work with company Actulus Marketing   (translated mostly marketing materials such as: http://freesamplejunkie.com/beautyfb2/aindexnn.php)   * Freelanced on [www.odesk.com](http://www.odesk.com) and [www.elance.com](http://www.elance.com) on other translation projects including medical, legal, IT, software, finance   My latest odesk profile with my portfolio and client’s feedback and ratings: <https://www.odesk.com/users/~01e580a0298ee5c527>  January 2013- October 2014: Freelancer with various companies and translation agencies   * Translated 4 websites from English to French:   [www.uddercovers.com](https://www.odesk.com/leaving-odesk?ref=http%3A%2F%2Fwww.uddercovers.com) [www.carseatcanopy.com](https://www.odesk.com/leaving-odesk?ref=http%3A%2F%2Fwww.carseatcanopy.com) [www.sevenslings.com](https://www.odesk.com/leaving-odesk?ref=http%3A%2F%2Fwww.sevenslings.com) [www.nursingpillow.com](https://www.odesk.com/leaving-odesk?ref=http%3A%2F%2Fwww.nursingpillow.com)   * Translated Instruction Manual from English to French for the website <http://www.shoulderdolly.com> * Translation of dating website: <https://yoole.com>   (Terms and conditions, privacy policy, help, guidelines and privacy settings.)   * Freelanced for various other companies on odesk and elance. (English to French and French to English)   March 2012- January 2013: Freelancer with various companies and translation agencies   * Translated on the platform [www.speaklike.com](http://www.speaklike.com) translating for various companies such as <http://www.dailyfx.com>. (finance and forex, English to French) * Translated Software for the website: [www.ircfast.com](http://www.ircfast.com) from English to French * Translated on elance.com and odesk.com (English to French translations)   Jan 2012- March 2012: Editor/Translation QA Officer (part time) TOGGLE DOWNLOADS   * Checked the quality of translations (grammar, spelling, punctuation, syntax, accuracy, style etc) * Made necessary changes to the translations * Liaised with the team (project managers, translators, writers)   2009 – 2012: Freelancing (on the side) as a translator, writer and SEO specialist on[**http://www.odesk.com/users/~~b94d41de9e2c8e7b**](http://www.odesk.com/users/~~b94d41de9e2c8e7b)**.**  Please click on link above to view who I’ve worked for, my performances, ratings by clients and more.  Jan 2011 – 2012: **Content Manager & Translation QA Officer for Multinetseo** (Multilingual SEO company)   * Managed a team of 20+ multilingual writers and translators (remotely via odesk, skype and email) * Interviewed and hired the best suitable candidates to work on various projects * Trained all the freelancers on how to carry out project, on company’s policies etc. * Carried out quality assurance checks on content (duplicate content, grammar/spelling, style, keywords) * Checked the quality of translations (grammar, spelling, punctuation, syntax, accuracy, style etc) * Managed freelancers to ensure that all milestones were achieved within the agreed timeframes * Monitored trends and activities on World Wide Web to develop guidelines to increase presence and improve design and usability * Worked closely with other departments, such as project management, marketing and engineering, to ensure that site content is accurate. * Conducted weekly meetings on progress * Maintained client relationships * Resolved issues efficiently as they arised   Reason for leaving: company went bankrupt  October 2009 – November 2010 **French & German I.T. Telemarketing Executive** SAMS, Manchester, UK    (freelance working remotely )   * Cold called blue chip, fortune 500, top French, German & Swiss companies as well small & medium sized companies and get through to to I.T. director to pitch him/her about receiving various I.T. White Papers via email ranging from Dell, HP, Qualys, Polycom, Acronis and more * Gathered all correct data such as address, telephone number, job title and email * Made follow up calls and emails to potential new clients * Understood the needs of the client and communicated this to the Account Managers * Average positive leads a day: 25 to 30 I.T. directors saying yes to White Paper   May 2007 - May 2009 **Translator** Minitab Birmingham, UK   * Translated all marketing materials, training materials & sales materials from English to French   April 2005 - April 2007  **Online Marketing Assistant & Translator** HORNS MEDIA LIMITED, London, UK     * Assisted Account Manager in the development of new business in English, French and German * Increased traffic flow to clients' websites by conducting e-marketing * Translated marketing materials and websites from English to French and German   January 2005 - February 2005 **French Telemarketer** CNET Networks London, UK    ( 1 month assignment)   * Made volume calls to French blue chip companies to promote software directory (Oracle) * Calls to reach 80 a day with at least 4 effectives a day * Translated customer’s replies & script from English to French |
| EDUCATION  SKILLS  INTERESTS  REFERENCES | **Further Education**  2002 - Dec 2004 University of Central Florida  **Bachelor’s – International Relations & Marketing**  2000 – 2002 Valencia Community College  **Associate of Arts – Marketing**  **Translation CAT Tools**   * XTM * Trados * SDLX * WordFast * MemoQ * DejaVu * Transit * MetaTexis * Omega T   **Computer Skills**  -Advanced knowledge of all Microsoft applications like Excel, Word, Access, Outlook etc.  - Excellent Internet research skills  - Knowledge of all the latest Internet Trends and online social media networks  - Knowledge of databases such as CRM  - HTML: intermediary skills  **Language Skills** (written and spoken)  - English (US & UK): Fluent  - French (France, Belgium, Luxembourg): Mother tongue  - German: Advanced  - Luxembourgish: Advanced  - Spanish: Basic  **Translation Experience In:**  -Document Translations  -Patent Translations  -Contract Translations  -CV/Official Document Translations  -User Manual/Guide Translations  -Professional Translations  -Software Localization  -Technical Translations  -Transcription & Subtitling  -Website Localization  -Proofreading & Editing  -more  Internet, marketing, arts, cinema, reading, sports, cooking, languages, cultures etc  Ariel from GEL Translation Agency: [ariel@gel-global.com](mailto:ariel@gel-global.com)  Divyashree from Knowledge Works Translation agency: divya.sj@knowledgew.com |