**Aurélie Chassac**

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Putney, London

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Email : [aurelyk@gmail.com](mailto:aurelyk@gmail.com)

**EDUCATION**

2005 Bachelor’s Degree in English Literature (Reims University France)

2005 Social Studies Diploma obtained after two years at university (Reims, France)

2004 Diploma For Youth Activity Leaders (Reims, France) (BAFA)

2002  A-Levels majoring in Literature (Jean Jaurès High School, Reims, France)

**WORK EXPERIENCE**

**2011-2012 Translator for a private client with Label Traduction**

Translating legal documents in different fields (construction, contract, CVs, Legal document) from Spanish to French and English to French for a private client based in London. Translating around 2000/3000 words per week, depending on the documents needed.

**Skills**: Working under urgent deadlines and pressure, creative, autonomous, well-organized, computing.

**2007-2010 Translator with “Unité Traduction” Paris**

Translating legal documents such as contracts, magazines, agreements from English to French and Spanish to French with a company ‘Unité Traduction” based in Paris. Translating 1800 words per day.

**Skills**: Working under urgent deadlines and pressure, sense of priorities , creative, dynamic, autonomous, well-organized, computing.

* 1. **Social Worker in State Education with disabled children in Paris**

In charge of children aged 12 to 16 years old with mental disabilities (autism, neuroses). Liaising with parents, professors and students. Helping with homework. Looking after children during free time, lunch time and class time.Devising and implementing educational projects.

**Skills :** Well organized, sense of priorities, proactive, dynamic, managing children’s anger and violence, work in a team, excellent communication skills, autonomous, administrative work.

**July 2006**  **Deputy Manager in an Holiday Camp in Spain**

In charge of teenagers aged 14 to 18 years old. Liaising with parents and children. Devising and implementing educational projects. Activity Leader. Supervising meals, preparation.Manage meetings with the team work every evening

**Skills :** Well organized, sense of priorities, proactive, dynamic, work in a team, excellent communication skills, work well under pressure, autonomous, computing

**2004 to 2006 Trainee in Social Services in a Charity “La Ligue de l’Enseignement” in France**

Observation of social workers with Rom Families. Part of social workers team. Activity Leader during sports activities with children aged 4 to 12 years old. Preparation of sports activities with social workers

**Skills:** Well organized, dynamic, ability to listen, work in a team.

**2002-2006 Salsa teacher in a sportive association in Paris**

Teaching salsa dancing to adults twice 2 hours per week.

**Skills:** Autonomous, ambitious, dynamic, pro-active, excellent communication skills, pleasant personality.

**Summer 2002-03-04 Activity Leader in an Holiday Camp in Reims, France**

In charge of children aged 3 to 12 years old.Preparation of activities schedule.Experience of team work, team meetings.

**Skills :** Well organized, sense of priorities, proactive, dynamic, work in a team, excellent communication skills, work well under pressure, autonomous.

**PERSONNAL SKILLS**

**Foreign languages:**

French (mother language)

English (fluent)

Spanish (fluent)

**Computing:**

Microsoft Office

Outlook

**INTERESTS**

One of my main activities is practicing Salsa dancing. I also do Yoga and go to the gym regularly: I enjoy an active lifestyle because it is an easy way to keep healthy the mind and body at the same time. I love reading, walking, going to the cinema with my friends and above all, travelling to discover different cultures.

**REFERENCES**

Mrs El Khatabi Magda  
Unité Traduction  
07801142123