**CURRICULAM VITAE**

Lavanya Suresh 9/5, Srinivasa Perumal Street, Royapettah, Chennai – 600014.

 Ph: 9841640634

Trained and Qualified French to English professional translator with excellent communication and interpersonal skills. Hard-working, friendly and very much a team player. Seeking a position in a professional business environment.

**Education:**

* Bachelor of Engineering in Electronics and communication
* B2 level certified in French.

**Employment History:**

* Served as a French tutor in Alliance French Language Coaching Centre.
* Working as Part time French Translator since 2010.
* Currently providing French tutoring services in MNC.

**Skills:**

* Proficient in MS Word, Excel, PowerPoint.
* Skilled in Technical Translation.
* Strong in Grammatical and Written Communication.

**Short Description:**

Have delivered satisfying translated documents to all my clients. The translated documents undergo three level of quality checking before being delivered to the client. High level Technical documents were translated in minimum period with high quality.