

Meunier Luc Xavier

Translator and Proofreader

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PROFESSIONAL SUMMARY

A highly motivated and hardworking individual with expertise in French and English language communications. Highly skilled in translating and proofreading complex documents in various fields such as legal, scientific and literature. Strong ability to use interpersonal communications skills and attention to detail provide quick and accurate translation, writing and proofreading services. Open-minded, with a methodical approach to working and an eagerness to learn and develop personal skills in a practical setting. Career goal is to become an accomplished translator with the ability to translate multiple languages.

EDUCATION

University of Mauritius
BA (Hons) French with
Translation Studies
2017-2020

- Literary Translation
- Legal Translation
- Subtitling
- Interpretation

EXPERIENCE

June 2018 – August 2018

SEO Content Writer • Writing search engine optimized copy. Blog writing and posting • SEDECO ([Work Sample 1](#), [Work Sample 2](#), [Work Sample 3](#))

July 2020 – November 2020

Freelance Editor • read, review, and correct writing for a variety of different clients to get stories ready for publication • Moboreader

June 2018 – November 2020

Freelance Translator • Translate marketing communications, legal documents, and product-related materials • Stepes (Samples available on demand)

KEY SKILLS

- Translation
- Fluent in French & English
- Subtitling (Aegisub)
- Microsoft Office
- CAT Tools (SDL Trados)
- Technical Writing
- SEO
- Content Writing

PERSONAL SKILLS

- Quick and accurate keyboard skills.
- Able to work on tasks individually or as part of a team.
- Problem solving.
- Able to focus on accuracy and attention to detail whilst under pressure and against deadlines.
- Excellent organizational skills that allow me to multitask effectively.
- Adaptable to working in different locations at short notice.
- Ability to understand problems and then develop imaginative and inventive solutions