

CIVIL STATUS

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| Name | Anne-Virginie Lerat |
| Address | 6 square du Champ Fleuri 49460 Cantenay-Épinard France |
| Telephone | +33.241.24.95.97 |
| E-mail | ratranslations@yahoo.fr/ratranslations@orange.fr |
| Date and place of birth | October 28 th , 1976 in Angers (France) |
| Civil status | Married, two children |
| Nationality | French |

EDUCATION

2001 DESS Langues et Techniques, CFTTR, Université de Rennes II, France (magna cum laude)
French equivalent of a technical translation post-graduate degree
1999 Maîtrise de Lettres et Civilisations anglaises, Université d'Angers, France (cum laude)
French equivalent of an English literature and civilisation master's degree
1994 Baccalauréat série A2, Lycée Saint Martin, Angers, France (magna cum laude)
French equivalent of A-levels

PROFESSIONAL EXPERIENCE

Present

Full-time freelance translator

November 2001 – May 2003

Crestec Amsterdam B.V., Amsterdam, The Netherlands

Multilingual project co-ordinator

In charge of the localisation of printers and scanners user's manuals

- Preparation of the files for translation,
- Contact with translators,
- Quality control (editing and proof-reading),
- Delivery of the translated files,
- Creation and management of translation memories and glossaries.

PROFESSIONAL TRAININGS

October 2000 – April 2001

CRAIE, Université de Rennes II, Rennes, France

Creation of terminological and phraseological database systems

Creation of an English/French technical dictionary (*Dictionnaire technique*, éditions Dunod)

November 2000 – January 2001

CRAIE, Université de Rennes II, Rennes, France

Translation from French into English of an internet site about megalithism (Les Mégalithes du Morbihan, Ministère de la Culture)

January 2001 – March 2001

CRAIE, Université de Rennes II, Rennes, France

Co-ordination of an editorial translation project

April 2001 – October 2001

Crestec Amsterdam B.V., Amsterdam, The Netherlands

Proof-reading, editing and project co-ordination

LANGUAGES

French, mother tongue
English, fluent
Dutch, good
German, good

COMPETENCES

Technical translation
Localisation
Quality control (editing, proof-reading)
Terminology – Phraseology
Alignment
Project co-ordination
Subtitling
On-line help documentation

SPECIALISATION

Computer technology (hardware, software, localisation, etc.)
Office equipment (facsimile machines, copiers, printers, scanners, etc.)
Consumer electronics
Automotive
General technical

RESOURCES

Hardware

Dell Studio XPS 8100, RAM 8 Go
CD-ROM player and burner
Inkjet colour printer

Software

Microsoft Windows 7
Microsoft Office 2010
Across Personal Edition
Adobe Acrobat 9 Professional
Alchemy Catalyst 7
ApSIC Xbench 2.8
Poedit
QA Distiller
SDL Passolo 2009
SDL Trados 2007
SDL Trados Studio 2009 SP3
SDLX
Wordfast