

PERSONAL INFORMATION

Claire Elizondo

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WORK EXPERIENCE

Feb 2017—Present

Freelance Translator/Reviser specialized in Pharmaceutical, European Institutions and Bodies and Legal Translation

Self-employed, Brussels (Belgium)

Languages: French, English and Spanish

Services offered: Translation, revision, subtitling, closed captioning and transcription + project management services for my former employer (Telelingua International) such as quality control and files formatting in MS Word, Excel and PowerPoint

Software: SDL Trados, Office Suite, Antidote

Content handled:

—Pharmaceutical: mostly Clinical Trials content, such as PIS-ICFs, Protocol synopses, Patient Alert Cards, EC Letters and GP Letters, including for my former employer Telelingua International

—European Institutions and Bodies: mostly for DG TAXUD, DG TRADE, DG EMPL, the EMA and the ECHA, including for my former employer VerbiVis Ltd.

—Legal: mostly employment contracts, services agreements and more general content

Jun 2017—Apr 2018

Translator/Reviser & French Translation Team Coordinator

VerbiVis Ltd. (teleworking), Brussels (Belgium)

—Translation and revision of content for the European Institutions, Bodies and Agencies (especially for the DGT and CdT), including content for: DG TADUD, DG TRADE, DG EMPL, the EMA, the ECHA and the FRA

—Later appointed French Translation Team Coordinator in light of my project manager and leadership skills, with the following responsibilities: coordination of the team, communication of feedback, mentoring and evaluation of interns, hiring and supervision of new staff for the team.

—Update of term bases and translation memories

—In charge of coordinating the update of the company Website (which led to the version now available online)

Oct 2016—Jun 2017

Translation Project Manager for the Lifesciences Department

Telelingua International, Brussels (Belgium)

—Project management (from project analysis and quote generation to delivery and quality follow-up)

—Quality control of all content before delivery

—Daily CAT tool use (SDL Trados, Multiterm, etc.)

—Text formatting before delivery (in MS Word, Excel and PowerPoint)

—Direct communication with clients (mostly in English, the official working language of the company)

—Internal communication with colleagues (mostly in French)

- Feb 2016—Apr 2016 **Translation Intern**
Éditions Jourdan, Waterloo (Belgium)
—Management of a literary translation project
—Translation of a historical book for the publishing house [EN (US)> FR]
—Revision of translations (EN/ES> FR)
—Adaptation of literary content to the target audience
- Jan 2015—May 2015 **Student Translator**
Partnership between the Institut libre Marie Haps & Babel Subtitling, Brussels (Belgium)
Provision of subtitles for the BSFF (Brussels Short Film Festival)
- Jul 2013—Jan 2014 **Translation Studies & French Teaching Assistant**
Aston University, Birmingham (United Kingdom)
—French Teaching Assistant (provision of classes in French to 2nd and 4th year students)
—Translation Assistant (provision of Translation Theory classes in English to 1st year students)

EDUCATION AND TRAINING

- 2014—2016 **Master's Degree in Translation**
Université catholique de Louvain, Louvain-la-Neuve (Belgium)
Graduated with Distinction
—Specialized Translation (International Relations, Legal, Scientific and Technical Translation): EN/ES> FR
—Literary Translation (including an internship as a literary translator in a publishing house)
—Liaison Interpreting
—Subtitling (including in the context of the Brussels Short Film Festival)
—Frequent use of CAT tools (SDL Trados, Multiterm, EZtitles)
- 2010—2014 **Bachelor's Degree in Translation and Interpreting**
Institut libre Marie Haps (ILMH), Brussels (Belgium)
Graduated with Distinction
—General Translation: EN/ES> FR
—General classes: International Relations, Law, Economics, Sciences, Arts, History and Culture
—Introduction to Interpreting

Curriculum vitae

PERSONAL SKILLS

Mother tongue(s) French

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
Spanish	C1	C2	C1	C1	C1

Levels: A1 and A2: Basic user—B1 and B2: Independent user—C1 and C2: Proficient user
Common European Framework of Reference for Languages

Digital skills Thorough knowledge of CAT Tools (mostly SDL Trados)
Thorough knowledge of the Office Suite
Knowledge of EZtitles
Knowledge of online translation platforms and ability to adapt to new translation environments when needed