



# MÉLANIE PROUET

ES-EN>FR FREELANCE TRANSLATOR

## PROFILE

Over 20 years as a translator specialising in legal, financial and technical translation.

## SKILLS

- Use of CAT tools: Trados Studio
- Fast & high-quality translations
- I respect deadlines
- Entire availability
- Organisational skills

## CONTACT DETAILS

+34 654 631 127

melanieprouet@hotmail.com

Madrid, Spain

## WORK EXPERIENCE

### Freelance Translator ES-EN>FR | Today

Freelance translator mainly working together with **CLINTER TRADUCCIONES E INTERPRETACIONES, S.A. (December 2012 – February 2023)**, and collaborating with other translation agencies since 2005: BLINK TRANSLATIONS, ALTALINGUA, WORDWORKS, TRANSPERFECT, TRADUX, LIONBRIDGE, ZESAURO, CENTRE DE TRADUCTION DES ORGANES DE L'UNION EUROPÉENNE (Cdt), etc.

### CLINTER TRAD. E INTERPRETACIONES SA | 1/2002 – 11/2012

Translator, Madrid

Tasks :

- ES-EN>FR legal translation: public deeds of all types (Articles of Association, Powers of Attorney, Notarial deeds), contracts, minutes, Codes and Acts, etc.
  - ES-EN>FR financial and economic translation: Annual Accounts (audit report, Notes to the Annual Accounts and Director's report)
  - ES-EN>FR technical translation: work certificates, instruction manuals, quality manuals, etc.
  - ES-EN>FR medical translation: instructions for use, pharmaceutical products certificates.
  - ES-EN>FR translation of documents for individuals: academic records, diplomas, birth/marriage/registration, divorce certificates, resolutions of all types.
  - Proofreading of translations sent to freelance translators (quality control)
  - Project management: direct contact with clients and freelance translators.
- Consecutive interpretation.

### COFACE IBÉRICA SEGUROS | 10/2001 – 12/2001

Training period, Madrid

Tasks :

- Data updating, translations, marketing department: search for clients, updating of the Web page.

### ASTI, S.L. | 4/2001 – 9/2001

Training period for the end-of-studies final project, Madrid

Tasks :

- ES>FR translation of documents of all types: legal, tourism
- Project Management.
- Transcription of videos in French.

## LANGUAGES

French: mother tongue

Spanish: bilingual (more than 22 years living in Spain)

English: high level, both written and spoken (European class at Gustave Flaubert high school (Rouen, France) - TOEFL

## EDUCATION

6/2001 | Le Havre-France

**Master degree in International Business Law with distinctions.**

University of Le Havre - France

10/1999 – 6/2000 | Madrid-Spain

**Bachelor's Degree in Law in Madrid – Erasmus**

Trade law, procedural law, labour law, public international law.

Complutense University – Madrid