

ALEXA DUBREUIL-STORER

French Citizenship, bilingual in English
Date of Birth: 16 May 1971
Based in Sheffield, United Kingdom

Email:
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Website:
www.idfp.co.uk



Translator from English and Spanish into French with experience since 1994.

Interest in environmental & humanitarian issues. Excellent IT skills. A team player who can work to tight deadlines. Excellent project management, writing and editing skills. Attention to detail, reliability, organisation and multitasking abilities.


Work Experience

IDFP TRANSLATION SERVICES, UK (Sheffield) – January 2004 – present

Entrepreneur and Translator: *I am the owner and manager of a freelance translation business which I founded in 2004, in partnership with IDFP Creative Design (graphic design and DTP services)*

- Translation and Management of Projects from English and Spanish into French
- Desktop publishing (DTP) using MS Office and Adobe Creative Suite (InDesign, Illustrator, etc.)
- Business administration: accounting, website management, expanding client base, networking
- Language and cross-cultural assistance (English/French) e.g. for UK citizens moving to France

Translation areas of expertise: Environment, Quality management, Humanitarian/Human rights/Social issues, International organisations, Defence/Military, Technical, IT, European affairs, Insurance, Legal, Business/Marketing/Finance, HR/training, Tourism/Travel, Sport.

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AXA GROUP, France (Head Office, Paris) – April 1998 – December 2003

Worldwide leader in Insurance and Financial Services

Translator and Project Manager (in-house translation department for the AXA Group) – 2001-2003

- Translated from English and Spanish into French, including material for the AXA CEO
- Managed daily translation requests mainly into French, including sworn translations:
 - Acting as an interface between clients (internal) and translators (freelancers or agencies)
 - Choosing the right translator for the right document/client, based on clients' requirements
 - Negotiating rates and deadlines with translators
 - Thorough proofreading and editing of material translated externally from EN/SP into FR
 - Ensuring quality control for other language combinations
- Selected and trained new translators (providing reference documents and glossaries)
- Created AXA glossaries (EN/FR & SP/FR) to ensure terminology consistency
- Maintained the department's library of AXA reference documents: Activity Reports, Annual Reports, *Leaders* (internal magazine) published in 7 languages, bi-monthly *Executive Letters*
- Created and updated a set of project management tools vital to the department's activity
- Responsible for producing and updating the department's monthly and yearly statistics
- Extranet project: defining the requirements to develop a translation portal with restricted access for translators and clients
- Attended an 80-hour specialised English course on financial translation (2001-2002)

Personal Assistant to the Senior Vice President, Head of Group Strategic Planning (2000-2001) and Business Support & Development for Asset Management Activities (1998-2000)

FRANCE 98, France (Paris) – June – July 1998

Interpreter and Translator during the 1998 Football World Cup (volunteer job while working at AXA)



McKINSEY & COMPANY, France (Paris) – November 1996 – March 1998

American consultancy

Personal Assistant to a Senior Engagement Manager in charge of Asset Management

- Produced, proofread and edited PowerPoint presentations with tight deadlines
- Translated material for McKinsey's European Asset Management Interest Group (EAMIG)
- Provided occasional interpretation service between French clients and foreign consultants
- Organised EAMIG conferences abroad (Frankfurt, London) and international trips

McKinsey & Company

ACOG - USA (Atlanta, Georgia) – November – December 1995 & July – August 1996

Language agent for the 1996 Atlanta Committee for the Olympic Games (volunteer job)

- Interpreter for the French Track and Field team during the Olympic Games (1996)
- Assistant to ACOG's Language Services: recruiting language agents for the Olympic Games and co-ordinating language evaluations (1995)



FREELANCE translator and tutor, France (Croissy) – September 1994 – April 1998

Main clients:

DANONE, France (Levallois), September 1994-April 1998:

- Freelance translator from English into French (IT, accounting and corporate documents)
- Tutor delivering Business English courses to Danone France IT Manager for Eastern Europe



CPI (training agency), France (St Denis), April 1996-January 1998

- Tutor delivering Business English and Computer courses to companies (MS Word, MS Excel, Windows) and teaching English to students

GIAT Industries, France (Versailles) – November 1993 – February 1994
3-month internship at the Groupement Industriel des Armements Terrestres

- Market research on the sale of second-hand AMX30 tanks (*Étude de marché : l'AMX 30 d'occasion*)



MCCANN-ERICKSON ATLANTA, USA (Atlanta, Georgia) – July – August 1993
Internship at an American Advertising Agency

Assistant to the Account Supervisor in charge of Motorola, Knowledgeware and the ACVB

- Review of competitive advertising for the ACVB (Atlanta Convention and Visitors Bureau)
- Tracking all production and media expenses for McCann-Erickson









McCANN-ERICKSON

Education: English studies and International Business

- SORBONNE UNIVERSITY, France (Paris) October 1995
Masters degree in English (“*Maîtrise d’anglais*”) passed with honours (“*très bien*” 16/20)
Majors: Translation, US & British Literature, US & British History, phonetics. Minors: Spanish, IT
Thesis: *Cross-Cultural Relations between France and the US in the business world*
- ISEG (business school), France (Paris) July 1995
BA degree in International Business (“*DEESMI*”)
Majors: International business relations, marketing, logistics, law, accounting, English, Spanish
Dissertation: *International Marketing Study for ITA, an ISO 9000 Consultancy*
- University of Cambridge (International Examinations), France (Paris) December 1992
Cambridge Certificate of Proficiency in English
- Baccalauréat D: French national diploma equivalent to A-Level, with a major in *Science* June 1990

Languages

-  French: Mother tongue
-  English: Bilingual
-  Long-term stays & work experience in the US (93-96)
Living in the UK since 2004
-  Spanish: Good
-Several long stays in Spain (Seville, Barcelona)
-80-hour training course in Spanish (2000 & 2003)
-  German: Beginner/Intermediate
(training in 1998 + ongoing training since 2006)
-  Italian: Beginner (training in 1995)
-  Breton: Beginner (training in 1996)

Information Technology

- Expert with PCs, familiar with Apple iMac environment
- CAT tools: SDL Trados Studio 2011 & SDL Trados 2007
- Expert with MS Word, Excel, PowerPoint, Publisher
- Macromedia Dreamweaver MX (40-hour training in 2004), Adobe Photoshop, InDesign and Illustrator
- Good knowledge of MS Access (4-day training in 2003)
- Familiar with Quark Express, FileMaker and Corel Draw
- Microsoft Outlook, Outlook Express, Lotus Notes
- Browsers: Firefox, Chrome, Internet Explorer, Safari
- Webmaster of several personal websites

Interests and Activities

- Photography, genealogy, calligraphy, history, reading, wildlife & nature, languages, world cinema & music
- Line dancing, skiing and badminton

Translation Experience (English/Spanish > French) – Alexa Dubreuil-Storer

Area of Expertise	Examples of Projects	End Clients
Environment & Quality management	<ul style="list-style-type: none"> •List of projects on Renewable Energies (Wind Energy) •Proposed indicators for management effectiveness of the marine environment (medPAN north project) •<i>Propuesta de Red representativa de Áreas Marinas Protegidas en el Mar de Alborán</i> (30,000-word proposal) •<i>Aquaculture site selection and site management in the Mediterranean</i> (70,000-word guide) •Preservation of Biodiversity and sea resources (<i>Conservación marina y recursos de agua dulce</i>) •<i>Mediterranean Reflexions</i> (Annual Report 2009) •Water treatment & Alternative Handling of Waste •Quality plans & manuals (ISO 9001) •Environmental performance of an Italian firm (waste and underground waters, atmospheric emissions) •Decision software suite for asset and resource management of clean water infrastructure •Meteorological Technology World Expo 2011 (website content) 	<ul style="list-style-type: none"> • International Union for Conservation of Nature (IUCN) • Centre for Mediterranean Cooperation (IUCN-Med) • Oxfam International • Oxfam GB • COFATHEC (Gaz de France) • ITA Cometa Conseil • Seams Ltd • Sheffield Chamber of Commerce & Industry • Alcantara • LAHMEYER International
Humanitarian & Social issues	<ul style="list-style-type: none"> •Expert workshop: <i>Giving Effect To The Law On War Crimes, Crimes Against Humanity And Genocide In Southern Africa</i> •<i>Ending threats and reprisals against victims of torture and The right to rehabilitation</i> (62,000 words), VRWG quarterly bulletin •<i>The Practice of Specialised War Crimes Units</i> (13,000 words) •<i>Extraterritorial Jurisdiction in the EU</i> (90,000 words) •<i>Universal Jurisdiction Trial Strategies - Focus on victims and witnesses</i> (57,000 words) •Combined agency mandates (UNHCR, UNICEF, OHCHR, OCHA) •Articles on various issues: gender equality, climate change, biofuels, food price crises, tropical storms, Health & Education For All, Control Arms, fair trade •Training guide on populations with special needs •Haiti earthquake: two-year report •Tsunami Annual Reports (35,000 words) 	<ul style="list-style-type: none"> • CARE Canada • Oxfam International • Oxfam GB • Food Banks Canada • The Redress Trust • Victims' Rights Working Group (VRWG) • Red Cross-Red Crescent • OCHA, UNHCR, UNICEF, OHCHR • Centre for Mediterranean Cooperation • Protection Cluster Working Group (PCWG) • ICLS Foundation • OMCT (World Organisation Against Torture)
Defence/Military	<ul style="list-style-type: none"> •Hostage Negotiation Course (46,000 words) •Military material: Dry Support Bridge (DGA Tender for SYFRAL project), Long Range Patrol Vehicle, Protected Personnel Vehicles 	<ul style="list-style-type: none"> • Jankel • WFEL Ltd • US Department of State (Diplomatic Security)
Technical and Engineering	<ul style="list-style-type: none"> •Operating instructions for reheat steam turbines •Construction of a gas collecting system •Concrete specs for optimisation of oil systems •Articles on the Chernobyl disaster •Installation, operation & maintenance manuals: Steam bath generator + safety tank showers •Manual for rotary slashers •Personal Protective Equipment •Manual: wireless supervision receiver (CCTV) •Manuals: chairs & standers for disabled children •Manuals for professional paint spraying systems •Lawn mowers, chain saws, trimmers, etc. (50,000 words) 	<ul style="list-style-type: none"> • Alstom • Arctic Spas • AREVA T&D • Bomford Turner Ltd • BorgWarner • BP • Criston • Federal-Mogul • Husqvarna • MDBA • Petrofac • Renault • Saipem • Serimax • Sheffield Chamber of Commerce & Industry
Information Technology	<ul style="list-style-type: none"> •Software user guides: vulnerability management (20,000 words), accounting, access control •Report on IT Architecture review (23,000 words) •Safety manuals, Product information sheets •Strings for a web reservation system •Press releases on semiconductors •<i>Canon Technology Highlights</i> (yearly brochure) 	<ul style="list-style-type: none"> • Canon, HP • Criston Software • Danone • Generali • Microsoft • Miglia Technology • Paxton Access • Philips • Samsung • Infineon Technologies
European Matters	<ul style="list-style-type: none"> •Handbooks & invitations for EU conferences •Opinion on notifications (re. First Aid, Accidents at work & Medical Examinations, access control system by an iris scan technology) for the European Council 	<ul style="list-style-type: none"> • Irish Presidency of the European Commission • European Council • UK Presidency of the EU
Insurance Legal	<ul style="list-style-type: none"> •Package policy, Policy wording, Excess Liability •Outwards reinsurance, Professional Indemnity •T&C, Claim letters, Online claim website •Rental contract & supplies contract 	<ul style="list-style-type: none"> • AGF, AON, AXA • Generali • Lloyds • PriceWaterhouse Coopers • Towergate Underwriting Group
Business Marketing Finance	<ul style="list-style-type: none"> •Data Protection and Privacy Policy •Corporate presentations, minutes •Press releases, Newsletters, Company profiles •Online training for salespeople (selling to Asia) •"Brainjuicer" marketing surveys •Savings schemes, Financial commentaries •Annual reports and audited financial statements 	<ul style="list-style-type: none"> • AXA Rosenberg • Danone, DHL • HP • Doncaster Chamber of Commerce • AXA Investment Managers • Barclays, Natixis • McKinsey & Company • Sheffield Chamber of Commerce & Industry
Human Resources	<ul style="list-style-type: none"> •Personality profiles (Myers-Briggs Type Indicator) •Report on talent management •CVs, letters, diplomas, questionnaires •Training guides and learning systems 	<ul style="list-style-type: none"> • Monster Worldwide • Blackboard Inc • DHL
Tourism and Travel	<ul style="list-style-type: none"> •Promotional literature for Marriott hotels in Europe •Website: Titanic museum (Belfast, Ireland) •Website: Cortijo Puerto El Peral (hotel in Spain) •Discovery Channel online: articles on Travel & Living •UK Guides to Kent, Borough of Rushmoor, etc. •Promotional literature: Arabian Gulf and Slovakia 	<ul style="list-style-type: none"> • AquaCity resort (Slovakia) • Arabian Adventures • Discovery Channel • Marriott • Orient-Express Hotels Ltd • RentCyprusVillas.com • Ulster Folk and Transport Museum • Norfolk Line
Sport	<ul style="list-style-type: none"> •Zen Oracle: Golf brochure & website • Executive Summary Roland Garros 2006 (tennis) •Track & field documents for the '96 Olympics •Football documents for the '98 World Cup •Interpretation (1996 Olympics & 1998 Football World Cup) 	<ul style="list-style-type: none"> • ACOG (Atlanta Committee for the Olympic Games) • Zen Oracle • Sheffield Chamber of Commerce & Industry • France 98 (Football world Cup)

Other services include DTP, Graphic Design, Transcription, Word processing

Computer resources

Hardware

- **Desktop PC – OS: Windows XP Professional (English)**
Intel® Core™2 Duo E8400 (2 X 3.00GHz), 4GB CORSAIR XMS2 800MHz, 2x500Gb disk space, HP W2228H LCD Monitor (22") + HP Compaq LA1905wg LCD Monitor (19")
- **Apple iMac 21.5" – Operating system: OSX 10.6 (Snow Leopard)**
3.20GHz Intel Core i3 Processor, 8GB RAM, 1TB Serial ATA Drive, ATI Radeon HD 5670 512MB
- **Apple iMac 20" PowerPC G5 – Operating system: OSX 10**
2.1Ghz Processor, 1.5Gb DDR400 Memory, 250Gb Serial ATA Disk Drive, 20" TFT Widescreen Display, ATI Radeon X600 XT Graphics
- SmartDisk FireLight external drive for daily backup.
- Wacom "Bamboo" graphics tablet
- ADSL, DVD & CD writers, 2 scanners, 2 colour printers

Software

Microsoft Office

- MS Office 2007 for PC: Word, Excel, PowerPoint
- MS Office 2002 for PC: Word, Excel, PowerPoint, Access
- MS Office 2011 for Mac

CAT tools

- SDL Trados Studio 2011
- SDL Trados Studio 2009
- SDL Trados 2007 and Trados 6.5 (Tag Editor, Win Align, Workbench)

Digital language tools

- Le Petit Prolexis version 3.02 (French spell checker & dictionary)
- Antidote (French spell checker & dictionary)
- French/English Robert & Collins Senior dictionary
- French/Spanish Lexibase Pro dictionary
- "Le Bon Usage" (Grevisse) book & online grammar resource

Adobe Acrobat

- Adobe Acrobat 9.0 Pro (for PC)
- Adobe Acrobat 7.0 Professional (for Mac)

DTP and vectorial & graphic design:

- Adobe Creative Suite 5 Design Standard (for PC): InDesign CS5, Photoshop CS5, Illustrator CS5
- Adobe Creative Suite 5 Design Standard (for Mac): InDesign CS5, Photoshop CS5, Illustrator CS5
- MS Publisher 2002 (for PC)
- QuarkXPress (v.6 for PC & Mac)

WEB design

- Adobe Creative Suite 4 Web Standard (for Mac): Flash CS4, Dreamweaver CS4, Fireworks CS4, Contribute CS4
- Macromedia Dreamweaver MX (for PC)
- WebExpert 2000 version 4.30.2 (for PC)

Terminology databases

- Termium: The government of Canada's terminology and linguistic database
<http://www.termium.gc.ca>
- TransSearch (legal terminology database): <http://www.tsrali.com>