

PERSONAL INFORMATION

Elena JOUBERT


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Sex Female | Nationality French

JOB APPLIED FOR
POSITION
PREFERRED JOB
STUDIES APPLIED FOR

Professional French - English to Russian translator / interpreter
(Translation – Proofreading – Interpreting – Russian voiceover)

WORK EXPERIENCE

- From 2006 to now **Freelance translator/interpreter**
Areas of expertise: : marketing - trade - legal issues - industry - transport - agriculture - health - education & culture – environment
- From 2004 to 2006 **Translator / Administrative coordinator**
Master Media France and Master Media Europe, Toulouse, France
- From 2003 to 2004 **Translator / Bilingual secretary**
See Group International, Toulouse, France
- From 1999 to 2003 **Translator / Bilingual secretary**
Inter Pro Consultants, Toulouse, France
- From 1998 to 1998 **Russian / English teacher**
SPLE (Language School), Toulouse, France
- From 1993 to 1995 **Bilingual secretary**
INSERM CHU Rangueil, Toulouse, France
- From 1989 to 1991 **English teacher**
Secondary school, Kiev, Ukraine
- From 1987 to 1989 **Bilingual Russian-English tour guide**
Intourist, Yalta, Ukraine

EDUCATION AND TRAINING

- From 1995 to 1997 **Diploma in French-English to Russian translation**
University of Toulouse le Mirail (ESUCA: Translation and Interpreting High School), France
- 1993 **Certificate of Proficiency in English**
Cambridge University / Toulouse, France
- From 1982 to 1987 **Master in English language and literature**
Simferopol State University, URSS (Russia)

PERSONAL SKILLS

Mother tongue(s) RUSSIAN

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	Writing
French	C2 Proficient user	C2 Proficient user	C2 Proficient user	C2 Proficient user	C1 Proficient user
Replace with name of language certificate. Enter level if known.					
English	B1 Independent user	C1 Proficient user	B1 Independent user	B1 Independent user	B2 Independent user
Replace with name of language certificate. Enter level if known.					

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
Common European Framework of Reference for Languages

Communication skills Good communication skills gained through my experience as bilingual secretary and administrative coordinator

Organisational / managerial skills Leadership (responsible for a team of 3 people as administrative coordinator)

Computer skills Good command of Microsoft Office™
Good command of SDL Trados Studio 2011 Freelance Plus

Driving licence B

ADDITIONAL INFORMATION

Memberships Viadeo, Proz, LinkedIn
References See my website <http://traductionrusse.vpweb.fr> and <http://trad-russe.ucoz.ru>

ANNEXES

Copy of degrees and qualifications - Diploma in French/English/Russian translation, ESUCA