

Lena DULAURENT

ldulaurent@outlook.com

Translation
Copywriting
Localization

Work experience

06/2015 – Present

Business owner • Translation and Copywriting

- Copywriting and translation services for B2B clients in Europe, Canada and the US
- Financial, business and marketing translation
- Website : www.lenadulaurent.com
- **Average month: about 30,000 words written, translated and reviewed**

01/2014 – 06/2015

Interactive Brokers, London • French Translator

- Translated the website, trading platform and apps into French; published website pages
- Shaped IB's voice in French with localization manager and French customer service
- Acted as an interpreter over the phone for French customers
- Established procedures and prepared a translation guide for the translation department
- **Achievements: About 420,000 words translated. 290 pages published**

09/2012 – 09/2013

Crédit Agricole S.A., Montrouge • Translator

- Translated and proofread in-house communication campaigns, messages and reports
- Managed translation projects from start to finish, ensuring deadlines and quality standards were met
- Created a multilingual term base

11/2011 – 06/2012

Showroomprive.com, La Plaine Saint Denis • Translator

- Translated & proofread product information and corporate documents to daily deadlines
- Created marketing contents for the newsletter and Facebook page
- Analyzed online traffic statistics and drafted reports in English

Summers 2010-2011

Agence Au Pair Fly • Recruitment assistant

- Managed relationship with international partners
- Associated family and au pair profiles. Interviewed au pair applicants
- Drafted au pair contracts. Negotiated with embassies

09/2010 – 05/2011

University of Leeds • French language assistant

- Prepared students for their final examination. Corrected weekly written papers

Education

- May 2016 « Google pour les Pros » Digital Marketing Certificate
- 2011 – 2013 Master in Translation Studies • Université Paris Diderot Paris 7
- 2010 – 2011 Cambridge ESOL Certificate of Advanced English • University of Sheffield
- 2009 – 2010 French Licence, English and American Literature and Civilizations -
Elective: Spanish • Université Jean Moulin Lyon 3

Languages

- **French:** Native speaker
- **English:** Proficient, writing and speaking
 - o 3 years in the UK
 - o 3 months in the US
- **Spanish:** Proficient, writing and speaking
 - o Trips to Mexico and Catalonia
- **Italian:** Written and spoken
 - o Trips to Italy
- **Russian:** Basic

Qualities

- Perfectionist
- Autonomous
- Problem Solver
- Efficient
- Flexible

IT

- **CAT tools:** Proficient
- **Office pack:** Proficient
- Internet:
 - o **Competition research**
 - o **Digital marketing**
 - o **CMS**
- Additional skills:
 - o Extracting text from PDF
 - o Application of typesetting rules

Projects and Interests

- Translation of Sam Selvon's *Lonely Londoners* into French
- Supervision of a Translation and Terminology dissertation at Université Paris Diderot Paris 7