

AMELIA HENRY
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Nationality: USA

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MY GOAL IS A LONG-TERM COOPERATION RATHER THAN ONE TIME JOB.

Language Pairs

English <> French (Mother tongue)

Italian <> French, Italian <> English

Services

Translation, Checking & Editing, Proofreading and Transcription.

Recent Projects/Clients

EN>IT: Railway tender documentation for a local Italian firm

East French Railway Company, End of Term Financial Report, Fiscal 20014

Valodu Vestnieciba, Translation Agency, Latvia

Website localization and translation of materials for language school

Translation of technical documentation for an agricultural company

Translation of Safety Books for cargo ships

Marigold Films & Translation Pvt. Ltd., Translation

Agency, India Translation of specifications for
pharmaceutical products

Mirara d.o.o., Translation Agency, Croatia

Translation of judicial documents

International Conference on Malaria

Video to text translation of International Conference on Malaria and related
Haemosporidian Parasites of Wildlife

METKA S.A., Engineering Company, Greece

Translation of tender documentation (financial and technical bids), Power Engineering

Chengdu ZXZY Languages Technology Co.,ltd, Translation

Agency, China Translation of project documentation and manuals
for power equipment

Youyidaya (Beijing) Culture Development Co., Ltd., Translation

Agency, China Translation of Technical Manuals for automotive
products (Geely)

International Institute of Linguistics, USA

Proofreading and editing of EN>NL translations

LE REVE TWN Translation Agency, Malaysia

Translation of IT marketing presentations

(Cryptocurrency)

**HE Words Limited Translation Agency,
United Kingdom**

Translation of legal, marketing and technical text

Dexter Group Translation Agency, Russian Federation

Translation of technical documentation for industrial batteries production line

Ekivalent Translation Agency, Russian Federation

Translation of Maintenance and Pilot Manuals for Honeywell turboprop engine

Translation Center Sidla, Czech Republic

Translation of Datasheets for mechanical and hydraulic clamps

Lucidiction Translation Agency, UK

Translation of maintenance manual for Motor Speed Boat

PerevodRu, India

Translation of technical documentation in sphere of oil and gas (Petrofac Ltd., UAE)

PnA Solution, South Korea

Translation of technical documentation in sphere of oil and gas (Hyundai Engineering)

Prolingua d.o.o. Translation Agency, Slovenia

Translation of technical manual, electronics

LNG Consulting Translation Agency, USA

Translation of marketing texts

Swan Studio Translation Agency, Serbia

Translation of political texts

Hero Translating, Czech Republic

Translation of technical manuals for steel production equipment

Unitel Translation Agency, Korea)

Translation of technical manuals

Maxsun International HK Limited Translation agency, China

Translation of marketing texts for various products

Business Voice Translation agency, Italy

Translation of Maintenance Manual for Steel Production Equipment

Bostico International Translation Agency, UK

Translation of legal documents

International Research & Outsourcing Services (IROS),

India Translation of Queries for Netherland Embassy in
Russian Federation

Active Languages Ltd Translation Agency, UK

Translation of promotion and technical materials for gable grips producer

Bostico International Translation

Agency, UK Translation of court
legal documentation

A.D.T. International Translation

Agency, France Proofreading of texts in sphere of psychology

Global Education Facilitators LLC, Moscow, Russian

Federation Translation of AutoCAD drawings, civil engineering, Oil&Gas

Somya Translators Pvt. Ltd, India

Translation of pharmaceutical documentation

Scripto Sensu Translation Agency, Belgium

Translation of documentation in sphere of airport security systems

Orient Legal Translation and

Consulting, UAE Translation of legal and commercial documentation

Content Translations Ltd., Bulgaria

Translation of maintenance manual for industrial filtration equipment

MasterWord Services, Inc., USA

Translation of technical drawings

Russian London Ltd, London

United Kingdom Translation of Investment Company presentation

Transtar Translation Agency, Taiwan

Translation of Manual for External Hard Disk.

Allingus Translation Services, Turkey

Translation of Tour Operator Company presentation

Alpha Translation, Greece

Translation of Commercial Negotiations Documents

Northern Universal Languages, United Kingdom

Translation of Installation, Maintenance and Operator Manuals, drawings, schematic and electrical diagrams for Marine Radar System

Amber Translations, United Kingdom

Proofreading of scientific articles about semiconductors

Any Translation, United Kingdom

Translation of Google AdWords Campaign, Search Engine Optimization

Tercume 24 Translation Agency, Ankara Turkey

Translation of drawings, specifications, component lists and installation guides in field of civil construction and power engineering. Maintenance and Operator Manuals for high voltage transformer.

Professional Experience

March 2013 – to date Freelance Translator

Freelance translation of various texts and documents in various fields of expertise, including: legal, law, trade, technical translations, user manuals, telecommunications, automotive industry, tender documentation, government/politics, medicine, pharmaceutical, marketing, Cosmetics: beauty products, hairdressing, haircare, make-up etc.

Translating cosmetics and fashion website and proof reading for ‘Benefit’ ‘Urban Decay’ ‘Givenchy’ ‘Macys Primer’ ‘Renouve’ ‘Burberry’ ‘Issey Miake & Jean Paul Gaultier Perfume’ ‘Hermes’ subtitle for ‘Miss Dior heritage film’ ‘Maison KITSUNE’ and for website translation ‘YOOX (Italian fashion)’ ‘Balenciaga’ ‘Veuve Cliquot Champagne

June 2012 – March 2013 Assistance/Collaboration;

Collaboration with translation agency Lingvo24 (<http://lingvo24.net>). Working fields: medical, technical, juridical, tourism.

October 2010 – May 2012 Translator/Interpreter;

Interpreting and translations for the French-Ukrainian Company “Raduga-France” (<http://www.raduga-france.com/>). Working fields: law, marketing, business, economics, general;

December 2010 – March 2013 Translator/Administrative Assistant; Project for Support to the Parliament in Implementation of Reforms

Implemented by a consortium led by **IBF**, from Belgium. The job duties include translation of documents related to project activities (Rules of Procedure, Code of Ethics, materials for on-the-job-training for Parliamentary staff), progress reports, interpreting during business meetings with MPs, parliamentary staff, CSOs and other government institutions and stakeholders. Organizing various events and consultative meetings, preparing minutes from meetings and other administrative duties.

October 2006 – March 2009 Translator/Interpreter, USAID’s Business Environment Activity

Implemented by **Booz Allen Hamilton** – assistance project to the Danish Government in improving the business environment in the country, by providing consultancy services in the field of trade, customs, harmonization of legislation, labor policy, industrial policy, public-private dialogue, fiscal decentralization, credit rating of municipalities, public-private partnerships, etc.

Responsibilities as Translator/Interpreter:

- Translation of materials published on the official web site of the project.
- Translation of small projects implemented by the projects staff in the field of customs, fiscal policy and fiscal decentralization, banking, pension reform, labor related issues, etc. Translation of PR campaigns and other publicity materials. Translation of various laws, regulations, and other legal acts.
- Translation of newspaper clippings.

- Simultaneous and consecutive interpretation at various seminars, conferences and workshops organized by the project, such as the Conference for Enhancing Danish Exports, PPP workshops, Workshops for Credit Rating of Municipalities, Conference for the Conventions of the World Labor Organization, etc.

Administrative responsibilities:

- Assistance in preparing the fact sheets about the project, content published on the web site of the project, success stories
- Assistance in preparing various publications, guidelines, manuals, brochures and other materials
- Assistance during the organization of the project's seminars, workshops and Conference

September 2004 – March 2006 Translator/Interpreter; World Trade

Organization

Major Responsibilities:

- Translation of official accession documentation received from and sent to the WTO.
- Translation of the Questions and Replies document and the Protocol for Danish Government to the WTO.
- Translation of Danish laws and other legal materials required in the accession process.
- Translation of WTO related publicity.
- Interpretation during meetings with high-level Danish officials and seminars on WTO
- Agreements organized by the project, in cooperation with foreign consultants and experts from the WTO.
- Translation of the Results of the Uruguay Round of Negotiations, as a member of the team of translators.
- Translation of the Law on Electronic Communications and the secondary legislation and interpretation at numerous meetings in the course of drafting the Law.

Education

- 2001- CPE certificate of proficiency from Cambridge ESOL.
- 2004- Master studies in Applied Linguistics, Princeton University, New Jersey, USA
- 1996- On-line Course for Translation and Web Localization at the Monterey Institute of International Studies, San Francisco.
- 1994 - post-graduate diploma (DESS) in International Business (Hons), New York University, NY City, USA.
- 1986– 1992- Bachelor of Arts Degree in English Language, Literature and Translation from the Faculty of Philology, Columbia University, NY City, USA.

- I have done advanced specializations in other tools such as MS Office, PDF Editor, and InDesign. So, I can provide the best format for any difficult document.

Attributions

Native-level fluency in English. Received Master's Degree in Applied

- Linguistics.
- Strong technical editing, writing, and information research skills.
- Self-motivated and able to work under pressure and schedule work efficiently.
- Committed to the highest quality of work, constant eye for detail and careful review of all translations.
- Flexible and adaptable to meet all clients' needs.

IT skills

- Microsoft Word 2013, Power Point, Excel and Internet
- Computer Assisted Translation (CAT) Tools: Wordfast, SDLX Lite; SDL TRADOS Studio 2011, Across, MemoQ.

Other Personal Information

- Date of birth: January 21st, 1970, Chartres
- Marital status: Married, mother of two children

References (upon request)