

Olivier ARNAUDY

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Professional Background

An experienced and dedicated French Native Translator and Proofreader for over a decade, with a proven track record in both small and large companies. Proficient in translating a wide range of documents with a high level of efficiency, responsibility and familiarity in meeting deadlines and requirements. Skilled in utilising all resources effectively and with a tenacious drive to succeed, consistently delivering high-quality results in a timely manner. Effectively communicates with clients and colleagues in a multicultural environment at all levels.

Objective

I am now looking for a new, challenging position, either full-time or part-time, that will fully utilise my current skills and experience, while allowing me to continue developing my career.

Career Summary

2017 to now Freelance French Native Translator at ACCURACY VALUE in MOROCCO

- As an officially registered freelance professional native French translator in Morocco, I collaborate for more than 6 years with this renowned Moroccan translation agency. I have successfully completed over 120 projects for various well-known international companies, including Adidas-Reebok, Bosch, Chuango, Syngenta, Majorel, Inwi, Abu Dhabi Foundation and many others. Additionally, I have experience working in the legal field, collaborating with Moroccan ministries, courts, attorneys, and lawyers. Specifically, my expertise lies in transcribing videos and audio recordings into French.

2016 to now Freelance French Native Translator at GLOBAL TRANSLATION AGENCIES

- As a native French speaker and professional translator and proofreader, I'm working with translation agencies around the world through freelance agreements, including Lingy (UK), Lionbridge (UK), ATL Translations (Poland), Langpros (UAE), Ulatius (USA), Sigma (Spain), eTranslation Services (USA), Al-Andalus (Egypt), GEL Translation (China), and Maxsun Translation (China). I have also worked on urgent projects for various companies in South Korea, Canada, the USA, Morocco, and China.

2014 - 2016 General and administrative manager at IK ADMINISTRATION in Rabat, MOROCCO

- I am responsible for translating, transcribing, and editing various business, legal, and marketing materials, such as contracts, memos, presentations, websites, etc., between English, Arabic, and French. Additionally, I manage the accounting and taxation needs of around ten clients, handling tasks like journal entries, cash flow management, balance sheet preparation, profit and loss statements, breakdowns, value-added tax (VAT) calculations, and providing financial advice, all using state-of-the-art enterprise resource planning (ERP) accounting software.
- Managing client portfolios & invoicing: setting up and maintaining a client database, drafting, meeting deadlines, reminding customers about overdue invoices, and managing banking relationships.

2011 - 2014 Translator and Quality Reviewer at DUBAI TRANSLATION CENTRE & ETHOS, UAE

- Translating marketing and legal documents in the food and beverage sector, government agencies, and national and private companies from English and Arabic to French, and from French to English. Conducting visits to Islamic banks (DIB, ADIB and EIB) in the UAE to identify inefficiencies in the customer service department and to develop recommendations for implementing solutions in line with audit results and project coordinator reports.

2004 - 2011 General and at ABYAN RESTAURANT in Sharjah, UNITED ARAB EMIRATES

- Managing all company administration, including processing MOL and MOI applications before each deadline, and producing payroll documentation on a monthly basis. Completing annual applications for licences, certificates and permits, and submitting them to the relevant governmental departments in accordance with the appropriate guidelines.

2000 - 2004 Head of a Picking and Packing Unit at RENAULT GROUP in Paris, France

- Leading a team of 15 operators in the spare parts department, responsible for managing over 10,000 parts and references, maintaining productivity, meeting deadlines, and ensuring quality standards.

Education

- Bachelor's degree** Business management, specialising in logistics and transport, ISPP Rouen Business School (1998), with a thesis on packaging adaptation for warehouse optimisation at FAURECIA (Spain), a worldwide automotive equipment supplier.
- Certificate** Purchase and logistics manager in the agribusiness and large-scale retail sectors, alternating between working as a logistics assistant at Carrefour to optimise SKUs (1996)
- Certificate** Professional Agricultural Education (BTS) in Vegetable Production, with a focus on Crop Management and Agronomy (1995)
- Baccalaureate** Mathematics and Nature Sciences (1991)

Further Skills

- Advanced IT skills:** Microsoft Office Professional with Access for Database Management
SAP-ERP/MRP for managing inventory and production materials
SAP-ERP for accounting and payroll management
MIS for staff administrative support
Trados Studio 2022 (License) and MemoQ for managing translation projects
- Languages:** Native French speaker. Excellent English and Arabic. Working knowledge of Spanish.

Personal Information

- Driver's License:** European and Moroccan Licenses, both full and clean.
- My hobbies include:** I raised funds and assisted with a development project in a Senegalese village, analysing the current agricultural systems and building a primary school.
- Additionally, I am creating electronic books on various topics after carefully translating them from English and Arabic to my native French language.

I CAN PROVIDE REFERENCES UPON REQUEST.