

Alexandra BOBKO (MA MCIL MITI)

1 Moat Place, London W3 0AT, United Kingdom

English, German & French Mobiles: +44(0)7931 601 242, +49(0)151 5330 6626, +33(0)6 4788 7699
translations@madeinfrench.com, www.madeinfrench.com



Date of birth: 23 June 1977
Nationality: French

Certified French Business/Financial/Insurance/Legal Translator & Project Manager (EN>FR / DE>FR)

After acquiring an extensive linguistic and cultural knowledge while studying for my Master's Degree at the Sorbonne University in Paris, said to be the best university for languages in France, I have benefited from a solid professional experience while working for blue-chip companies in France, in Germany and in the UK. I therefore decided to embark in a translation career and obtained my MA in Bilingual Translation at the University of Westminster with a Merit. Since then, I have experienced doing countless financial and legal translations for large organisations, and I have lead many translation projects, constantly optimising my linguistic, translation and project management skills. After taking proofreading tests, I have been asserted by Credit Suisse of having an outstanding eye for detail, I can therefore proofread in a highly accurate manner. I have also gained an unrivalled legal translation experience while working as a Certified Legal Translator for an Immigration, Nationality and Human Rights law firm in Central London, and I now continue my career in the business, financial and legal translation industries as a **Member of the Chartered Institute of Linguists (MCIL)**, as a **Qualified Member of the Institute of Translation & Interpreting (MITI)**, as **Member of the Syndicat national des traducteurs professionnels (SFT)** and as a **Full Member of the Bundesverband der Dolmetscher und Übersetzer e.V. (BDÜ)**.

EMPLOYMENT HISTORY

- Feb 2010 – present **Certified French Business/Financial/Legal/Insurance Translator (EN>FR/DE>FR)** of Translation of Financial Statements, Annual Reports, Prospectuses, Investment Funds, Market Commentaries, Press Releases, Presentations, Board Minutes, Agreements, Contracts, Guidelines for clients like UBS, Helvetia, Helsana, Swisscom, Vontobel, SIX, EY, PwC, CMC Markets, FundQuest, La Française des Placements, BNP Paribas, Commerzbank, Goldman Sachs, Société Générale, Citigroup, Credit Suisse, HSBC, Allianz Global Investors, Gherson Solicitors and many law firms.
- June 2011 – May 2012 **Trilingual Certified Legal Translator & Coordinator (EN>FR/DE>FR)** within the Translation Department of **GHERSON SOLICITORS** (a leading niche law firm specialising in UK Immigration, Nationality, European Union and Human Rights matters) in **London (Marble Arch)**:
- ✓ **Daily certified translations of extensive legal documents for French-speaking courts and immigration authorities:** documents from the ECHR (European Court of Human Rights), the UNHCR (United Nations High Commissioner for Refugees), the UK Border Agency, the UK Home Office, the OFPRA, ministers/governments, public prosecutors, consulates and council chambers, like court decisions/judgements/detention orders, appeal and asylum applications, applications for release, bail applications, extradition requests, rejoinders/surrejoinders, witness statements, minutes from hearings, confidentiality notes, cases, legal invoices, procedural formalities
 - ✓ Frequent **media research and translations of media**, regular **interpreting of meetings** with clients
 - ✓ Coordination of all team work, during working hours and overnight/at weekends, Trados trainings to freelancers
 - ✓ Working towards extremely tight deadlines, partly due to frequent submissions to Courts or in-country lawyers
 - ✓ Ensuring the highest confidentiality at all times
- Feb 2010 – May 2011 **Human Resources Service Project Translator & Coordinator (EN>FR/DE>FR)** within the HR translation department of **COCA-COLA ENTERPRISES** at the UK headquarters in Uxbridge, **West London**:
- ✓ **Daily translations of various HR material**, i.e. **contracts, policies and procedures**, involving different areas like **legal** (employment contracts, collective bargaining agreements, competition law handbooks, arbitration procedures, information security policies, salary review guidelines), **financial** (financial statements, annual reports, employee stock purchase plans, tax return filing, savings & investment plans, merit & management incentive plans, compensation plans, pay scales, tax forms), **insurance-related** (medical coverage, maternity covers, 401(k) retirement savings plans, life+ programmes), **general business** (merging announcements, global operating framework information), **general communications** (emails/memos from the CEO to global employees, flyers, people/training announcements, business networks, FYI communications)
 - ✓ Acting as a **Translation Project Manager** (doing scheduling, liaising and metrics) when covering for holidays
 - ✓ Regular contact with **SMEs** (subject matter experts/in-country reviewers) for validation of specific terminology
 - ✓ **Proofreading of translations** to remove ad hoc spelling errors prior to transmission to the Manager for validation
 - ✓ Implementation of numerous **in-house glossaries and databases**, constantly using **SDL Trados** and **Wordfast**
- June 2009– Feb 2010 **Trilingual Legal and Technical Translator & Project Manager (EN>FR/DE>FR)** of highly specialised legal & technical documents for **MAN Diesel in Augsburg near Munich, Germany**:
- ✓ **Daily translations** of legal & technical documents & correspondence, constantly using **SDL Trados & Abby Fine Reader**, constant use of in-house terminology and style guidelines with strict adherence to deadlines
 - ✓ **Comprehensive Project Management** (as a key account manager for MAN serving its EDF client)
 - ✓ Complete follow-up of translations: client request > sales rep > quote to client > go-ahead and deadline passed onto PM > assignment of translators, editors, proofreaders, typesetters > in-country reviewer check > final editing > delivery to client > project billed > alignment in WinAlign of source text and final translation in SDL Trados
- 2006 – 2010 **Trilingual Financial Proofreader (EN>FR/DE>FR)** of financial and diverse documents for **RR DONNELLEY** within the Translation & Multilingual Communications department (through Bilingua Recruitment) in **London (City)**:
- ✓ Proofreading of highly specialised financial annual reports dealing with country-focused accounting, files related to stock exchange lists/transactions/price indexes for clients like Allianz, UBS, Commerzbank, RP Rendite, cominvest
- Jan–Nov 2008 **Financial Proofreader (English, French & German)** of highly specialised financial presentations destined for global customers of **CREDIT SUISSE** within the highly active Presentations department in **London (Canary Wharf)**:

- ✓ **Proofreading, copy checking and editing** of English, French & German **very detailed financial tables, charts, objects, pictures** e.g. logos and tombstones on PPT presentations, Word documents and Excel spreadsheets
 - ✓ Focusing on layout, alignment, style and grammar with an excellent eye for detail always referring to specific in-house style guidelines for important client documents including pitch presentations, financial reports and fact sheets
 - ✓ **Designing of proofreading tests for new CS hires** and reviewing, **implementing and improving quality control**
- Sept 2002–
Dec 2007 **Multilingual Executive PA (occasionally Translator)** to English, French and German-speaking high profile bankers, chartered accountants and commercial directors for **CITIGROUP, GOLDMAN SACHS** and for **MERRILL LYNCH INTERNATIONAL** (Investment Banking departments), for **PRICEWATERHOUSECOOPERS** (German Desk department), for **SIEMENS** (Automation & Drives department, communication in German) and for **BOSCH**, in **London** (Canary Wharf) **and Paris** (La Défense):
- ✓ Regular translations of emails, PowerPoint presentations or corporate notes, sometimes interpreting (English and German into French and conversely) and frequently during meetings with members of United Nations delegations
 - ✓ Processing of engagement letters & statutory auditors reports, creating presentations, invoices, timesheets, expenses
 - ✓ Comprehensive office support, organisation of meetings, conference calls & seminars using different time zones
- Jul 2001–
Jul 2002 **Trainee as Trading Assistant** for **DEUTZ FRANCE** in the export department near **Paris** and **Trainee as Executive Assistant** for **DEUTZ AG** in the communication and press department, at the head office in **Cologne**, Germany:
- ✓ Translation into French of the annual report (Deutz AG), elaboration of the Deutz magazine by German newspapers
 - ✓ Quotation processing with orders/invoices, regular contacts with customers/suppliers/forwarding agents, support for logistic/shipping transactions dealing with **incoterms** (international trade), training report in German (Deutz France)

EDUCATION AND QUALIFICATIONS

- May 2015 Awarded **Full Member of the Bundesverband der Dolmetscher und Übersetzer e.V. (BDÜ)**
- May 2015 Awarded **Chartered Linguist (CL)** by the **Chartered Institute of Linguists (MCIL)**
- Feb 2014 Awarded **Qualified Member of the Institute of Translation & Interpreting (MITI)** for German into French
- Nov 2013 Attendance at **Camels Expert Finance Seminars** in Frankfurt a. M. aimed at facilitating German financial translations:
- Exchanges and Financial Instruments: background for exchange trading, functioning of the trading process, orders, pricing, OTC, MFTs, IPOs, share and bond issue, overview on the financial instruments and their particularities
 - Derivatives and Structured Products: structured interest products, leverage products, investment products, examples of MBS, CDOs and certificates, credit derivatives, options, futures, swaps, warrants, ETFs, index-linked products
- Mar 2013 Awarded **Qualified Member of the Institute of Translation & Interpreting (MITI)** for English into French
- Apr 2011 Awarded **Member of the Chartered Institute of Linguists (MCIL)** for the EN>FR / DE>FR language combinations
- Nov–Dec 2009 **Financial Training Course for Translators** organised by **CLS Communication, London**: macroeconomics, fixed income markets, financial statements, equities & equity valuation, asset management & portfolio theory, fundamentals of derivatives, hedge funds & structured products, credit derivatives, and the subprime crisis
- Oct 2008–
Oct 2009 **Master of Arts (MA) in Bilingual Translation** awarded with **Merit** (English into French and conversely) at the **University of Westminster, London**:
- ✓ **Production of accurate and commercially acceptable translations** of specialised institutional (business, financial, legal, social science) and technical texts (technology and medicine) from English into French & conversely
 - ✓ Applying insights drawn from the formal study of linguistics and translation theory
 - ✓ **Research in complex technical and specialised topics** for the purposes of translation in a professional context
 - ✓ Dealing and learning to comment in an articulate manner on various linguistic issues encountered while translating
 - ✓ Multiple training sessions on **SDL Trados**, creation of terminological and client/project-specific glossaries
 - ✓ **Revision of translations**, sight translation, visit of the **European Commission and Parliament in Luxembourg**
 - ✓ Study of a module providing a **specialisation in Economics & Finance**
- Jan 2005–
June 2008 **Intensive Translation Course** from English into French for the preparation of the **Diploma in Translation** (3-paper examination at postgraduate level organised by the **Institute of Linguists, London**) at the **University of Westminster**.
- Sep 1996–
June 2001 **French Master's Degree (L.E.A.)** in professional foreign languages (English & German) doing regular translations with the specialisation in foreign trade, marketing, accounting & legal at the **Sorbonne Nouvelle University, Paris III**.
- Sep 1992–
Jun 1996 **French Economics & Social Sciences baccalauréat (A-levels)**, **George Sand Secondary School** near **Paris**.

LINGUISTIC SKILLS

- French:** native
- English:** fluent (**9 years** living in the UK + **MA in Bilingual Translation** from the **University of Westminster, London**)
- German:** fluent to native (**German relatives** + French Master's Degree from the **Sorbonne Nouvelle University, Paris III**)
- Spanish:** conversational (initial level certificate obtained in 2007 with 70% success from the **Instituto Cervantes** in London)
- Arabic:** basic (intensive course at the **Ibn Jabal Institute**: Arabic Fus'ha + grammatical foundation)

READING & FURTHER SKILLS

- Reading: Reading in specialisation areas (**Investment banks, hedge funds and private equity** by David Stowell, **Corporate Finance** and its translation **Finance d'entreprise** from **Vernimmen**), translation and interpreting periodicals.
- IT skills: MS Office 2010, **SDL Trados Studio 2015 & SDL MultiTerm 2015 (certified in both)** with SDL Trados maintenance agreement, **memoQ Translator Pro 2015**, also Adobe Acrobat Reader, Abbyy Fine Reader.

(References available upon request)