



CLÉMENCE DUJARDIN

Phone +32474547549

Email clemencedujar@gmail.com

Address 70, rue de Ten Brielen
7780 Comines
Belgium

Languages

- French** ● ● ● ● ●
- English** ● ● ● ● ●
- Arabic** ● ● ● ● ●
- Spanish** ● ● ● ● ●
- Dutch** ● ● ● ● ●

Technical Skills

- Pack Office** ● ● ● ● ●
- HTML** ● ● ● ● ●
- Javascript** ● ● ● ● ●
- Wordfast** ● ● ● ● ●
- Multiterm** ● ● ● ● ●

Education

Diploma of Completion **2010-2011**
Damascus University

Bachelor's Degree in Translation **2008-2011**
Institut supérieur de Traducteurs et Interprète (ISTI - Brussels)

Professional Experiences

Freelance Editor / Project Manager **2014 - Present**
Massive Media

- Language lead for French department
- Translating/Proofreading
- Localising according clients guidelines

Freelance Translator / Editor / Project Manager **2018 - Present**
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- Project Manager for various clients (Asics, Canva, Envato Elements and SprinklR)
- Copyediting/Proofreading for French department
- Translator recruitment
- Reporting guidelines
- Localisation

Freelance Translator, **2017 - 2018**
Slumersac Trading Company Ltd

- Translating products, items, blogs, newsletters and Facebook posts from English into French
- Content editing

Freelance Translator, **Jan. - Oct. 2015**
GetYourGuide

- Translating tour descriptions proposed by Getyourguide from English into French
- Content editing and proofreading

Consultant Junior and Freelance Translator **2013-2014**
(internship),

Integrity Research & Consultancy

- Providing ad hoc support to the Project ManagersProvide ad hoc support to the Project Managers
- Proactively performing administrative, support and HR tasks
- Attending and taking notes from external meetings that are of relevance to Integrity
- Assisting the tracking of applicants to open vacancies
- Providing ad hoc administrative support to the Country Director