

# Jean-Noel Lebras

---

French Translator, Editor and Voice-Over

(00-33) 678-09-55-28 · jean@lebrastranslations.com · www.lebrastranslations.com

Native Language	Secondary Language	Resides
French (France)	English	France

*Professional that is detail-oriented, reliable, technologically up-to-date, motivated and never misses a deadline.*

## SPECIALIZATIONS

· Marketing · Legal · Business · Technical · Finance  
· HR · Websites · Catalogs & Brochures · Employee Manuals · Product Manuals

## EDUCATION

MBA with emphasis on International Business, University of Caen, Normandy, France

Bachelors of Business Administration, University of Caen, Normandy, France

## SOFTWARE EXPERIENCE

· Trados · SDLX Translation Suite · Wordfast · MS Word  
· MS Excel · MS PowerPoint · Adobe InDesign · Adobe Reader

## PROFESSIONAL EXPERIENCE

**Freelance translator and Voice-Over**, Orlando, USA, Montréal, Canada, Bordeaux, France, May 2007 - present

- ❖ Freelance translator and Voice-Over in various fields including tourism, journalism, marketing, business, finance, contracts, and essays
- ❖ Hired by Evans Equipment Company (Orlando, USA) to act as a translator between their company and potential vendors in France.
- ❖ Accepted assignments of varying degrees of difficulty for local and international clients.
- ❖ Is experienced with Trados 7 Can translate up to 3,000 words per day and is almost always available for last-second, rush projects. Samples available upon request.

**Commercial Assistant**, PRC Education in France, Paris, France, September 2006 - April 2007

- ❖ Created direct marketing campaigns and managed their execution.
- ❖ Represented the company and developed contacts in local and international tradeshows.
- ❖ Worked on improving and maintaining website ranking.

**Marketing Intern**, John D. Paulson Properties, London, U.K, March 2006 - June 2006.

- ❖ Created a strategic marketing plan by analyzing the company and its' competitors, as well as surveying current customers and the general public.
- ❖ Presented marketing plan to top management, which then implemented the plan immediately.