



# Melina Jeannotat

Subtitling | Voice-over | Translation | Adaptation

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## About

I am a freelance translator specialised in audiovisual (subtitling & voice-over) and document translation. I translate from English, Spanish and German into my native French, taking care of all stages of a project. My skills include spotting, transcription, revising documents (content & layout), working within tight deadlines, prioritising, multi-tasking and liaising with different stakeholders. I have a proactive, solutions-oriented approach, very good attention to detail and get huge satisfaction of a job well done.

## IT

Platforms  
Windows ●●●●●  
Mac ●●●

Subtitling  
Ayato3 ●●●●●  
(Full licence)  
EZTitles ●●●●●

CAT  
SDL Studio ●●●●●  
MultiTrans ●●●●●

DTP and design  
InDesign ●●  
Inkscape ●●

## In-house Experience

**Associate Editor (French), International Oil Pollution Compensation Funds (IOPC Funds)**

July 2013 – July 2016 / London, UK

- Editing, proofreading and formatting French documents, checking French publications ready for printing
- Project management, liaison with external translators
- English and Spanish to French translation (articles, correspondence, publications, etc.)
- Review and development of the terminology database

**Translator Intern, Swiss Federal Department of Finance**

February 2012 – January 2013 / Bern, Switzerland

- German to French translation, especially for the Federal Tax Administration (letters, agreements, reports, etc.)
- Administrative assistance

**Multilingual Department Intern, Boulevard des Productions**

June-July 2011 / Strasbourg, France

- Managing multilingual productions
- Spotting, editing and proofreading for subtitling and voice-over projects, simulation
- Administrative assistance

**Subtitling Department Intern, Titra Films**

May 2011 / Geneva, Switzerland

- Spotting, translation, editing and proofreading for subtitling projects, simulation

## Education & Certifications

**United Nations Language Proficiency Examination in English and Spanish, International Maritime Organization (IMO)**

September 2015 / London, UK

**Advanced Subtitling Workshop, University College London (UCL)**

February 2015 / London, UK

**MA Translation with Specialisation in Audiovisual Translation, Institut de Traducteurs, d'Interprètes et de Relations internationales (ITI-RI)**

September 2009 – June 2011 / Strasbourg, France

**BA Translation with Specialisation in Multilingual Communication, Zurich University of Applied Sciences (ZHAW)**

October 2006 – June 2009 / Winterthur, Switzerland