



Melina Jeannotat

Subtitling | Voice-over | Translation | Adaptation

Based in Geneva – Switzerland
meljeannotat@gmail.com
+41 (0)77 528 88 90
www.melinajeannotat.com

ABOUT

Freelance Audiovisual Translator specialised in Subtitling and Voice-over.

English, German and Spanish into French.

Able to meet tight deadlines, to prioritise and to work under pressure.
Multi-tasking. Attention to detail.
Proactive, solutions-oriented approach.
Satisfaction of a job well done.

IT

Windows ●●●●●
Mac ●●
MS Office ●●●●●

Subtitling

EZTitles ●●●●●
Full license
Ayato3 ●●●●●
WinCaps ●●●

CAT

SDL Studio ●●●●●
MultiTrans ●●●●●

IN-HOUSE EXPERIENCE

Associate Editor (French), International Oil Pollution Compensation Funds (IOPC Funds) 2013-2016 / 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 2012-2013 / Bern, CH

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

Multilingual Department Intern, Boulevard des Productions 2011 / Strasbourg, F

- Managing multilingual productions, especially for French-German channel Arte
- Spotting, translation-adaptation, editing and proofreading for subtitling and voice-over projects
- Administrative assistance

Subtitling Department Intern, Titra Films S.A. 2011 / Geneva, CH

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

Translator Intern, Swiss Federal Chancellery 2010 / Bern, CH

- German to French translation of parliamentary proceedings

EDUCATION & CERTIFICATIONS

United Nations Language Proficiency Examination in English and Spanish 2015 / London, UK

Advanced Subtitling Workshop, University College London (UCL) 2015 / London, UK

MA Audiovisual Translation, Institut de traducteurs, d'interprètes et de relations internationales (ITI-RI), University of Strasbourg 2009-2011 / Strasbourg, F

BA Multilingual Communication, Zurich University of Applied Sciences (ZHAW) 2006-2009 / Winterthur, CH