

Stéphane Ordinaire

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**French Reviewer/Translator
English/Spanish into French**

EXPERIENCE		
Management		Quality assurance
<ul style="list-style-type: none"> Coaching a translation team (GIE AXA-AXA Group) Rationalize/prioritize requests: this involved a lot of customer relation (in-house) to find out why demand had doubled, what the needs were, and find solutions in a budget-cutting context Budget tracking (sometimes involved working with Management Control) Vendors management Definition and implementation of procedures to streamline relations between the translation department, the vendors, and the customers 		<ul style="list-style-type: none"> Testing (linguistic and functional). Assignments: test software to make sure the translations fit consistently in the interfaces. Report all possible bugs. Conducted mainly on complex products such as ERPs (Baan-SSA/Oracle) to check every module. Same for Web site testing. Change Management (in-house at AXA): the objective was to have a responsive team and vendors who proactively comply with new standards LQAs
Translation/Review		CAT Tools
<ul style="list-style-type: none"> Translation of software strings, on-line help, websites, and documentation. Main areas: Cloud computing, telecoms, eLearning, digital instruments, software for investment management, eBusiness intelligence, Systems management software, Digital product definition and simulation. Lately, I have been increasingly involved in translation/review assignments dealing with editorial content (healthcare, business, and marketing). Translation of speeches – Inter-American Development Bank (IDB) - Annual Governors Meeting Translation of a book on Celtic art (L'art médiéval en Irlande – P. Harbison – Éditions Zodiaque) 		<ul style="list-style-type: none"> SDL Trados Studio 2017 MemoQ 8.7 Other proprietary tools required by customers
BACKGROUND		
July 2002 - today	Freelancer	Customers based in the European Union, the US, and Canada
March 2001-June 2002	Translation Manager	AXA Group (insurance), Paris, France
December 1995-March 2001	Freelancer	Customers based in France and abroad in the European Union, and in the US
October 1994-November 1995	Technical translator	AT&T, Translation Center, Sophia Antipolis, France
February-October 1994	Technical translator	SITE-EUROLANG (CORA-REVILLON), Sophia Antipolis, France
June 1993-February 1994	Technical translator	NCR, Sophia Antipolis, France
June 1992-March 1993	Technical translator	Army Joint Staff, Military Service
EDUCATION		
2001	AXA Manager (AXA University-training session for managers)	
1988-1992	ISIT - Institut Supérieur d'Interprétation et de Traduction, Paris, France.(French/Spanish/English), specialized in Management	
1989/1990	Degree of the Spanish Chamber of Commerce/Degree of the British Chamber of Commerce in Paris, France	
1988	DEUG ESPAGNOL, Paris, France	

