Puylaert Inès

Chaussée de Waterloo 485 b13
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Belgium

English/Chinese-French Translator

Driving licence B
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Education

2016 - 2018 **Master's degree in Chinese-French and English-French translation and interpretation, graduated with distinction**

Institut Supérieur des Traducteurs et Interprètes (ISTI), now a part of the Université Libre de Bruxelles (ULB)

2012 - 2016 **Bachelor's degree in Chinese-French and English-French translation and interpretation, graduated with satisfaction. Did receive a Scholarship for Excellence during a 6-month mobility in Wuhan Daxue 武汉大学**

Université Saint-Louis

Work experience

Translator - Proofreader **January - February 2019**

∴ *Translator and proofreader at Towin Translation Co., Ltd., Wuhan, China (intern)*

Chinese teacher **November 2018 - January 2019**

∴ *Chinese teacher for foreign students in Jianghan University, Wuhan, China (intern)*

Translation Project Manager **March - May 2018**

∴ *Translation project manager at Cogen Language Services, Brussels, Belgium (intern)*

Administrative assistant **2016 - 2018**

∴ *Administrative assistant for a freelancer*

French teacher for children aged between 4 and 16 **2016 - 2017**

∴ *Developed my organisational skills and my capacity for analysis and synthesis*

Sale Manager and Client Advisor in a clothing shop **2009 - 2016**

∴ *Enhanced my ability to work as part of a team and my communication skills*

Skills

∴ Excellent command of French (mother tongue), great command of English and Chinese, basic knowledge of Dutch and Spanish

∴ Excellent knowledge of Microsoft Office, good knowledge of social media tools and CAT tools

∴ Great versatility, stress resistant, ability to work in a team, diligent