

# Sophie Margi

Address: 520 2<sup>nd</sup> Street, Brooklyn, NY 11215

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## QUALIFICATIONS

**Translations:** financial documents, business contracts, press articles, literary texts, recipes, tourism websites...

**Languages:** French, English, Polish, and Spanish

## EXPERIENCE

- 2002 - Present      **FREELANCE**      Redondo Beach, CA/ Paris, France  
**Translator**  
Translations for various clients including:  
    Association Hispanité Explorations, Paris, France (Theater reviews)  
    I.S. Capital, Poznan, Poland (Contracts and financial documents)  
    Salem Corporation, Los Angeles, CA (Commercial documents)  
    Private Client, Seattle, WA (Recipes for Ecole Cordon Bleu)  
    Hotel Hommage à Magritte, Berlin, Germany (Tourism website)  
    Private Clients, Los Angeles, CA (Legal documents)
- 1998 - 2002      **DOLINVEST FRANCE**      Paris, France  
**Director of Administration and Client Relations**  
Responsible for client relations  
Managed accounts and foreign exchange positions  
Translated financial and commercial documents (French, English, Polish)
- 1991 - 1998      **FREELANCE**      Paris, France  
**Translator/Interpreter**  
Translation and interpretation for various clients including:  
    Dolinvest France, Paris, France (Financial and commercial documents)  
    I.S. Capital, Poznan, Poland (Contracts and financial documents)
- 1988 - 1990      **GOLDMAN SACHS INVESTMENT BANK**      Paris, France  
**Executive Assistant/Translator**  
Assisted the Paris Office Director with administrative and personnel issues  
Translated financial documents (French and English)
- 1984 - 1987      **MARGI BROTHERS WATCHES AND JEWELRY SHOP**      Paris, France  
**Sales and Administration Manager**  
Responsible for supply, sales and administration
- 1978 - 1984      **BANK POLSKA KASA OPIEKI**      Paris, France  
**Executive Assistant**  
Coordinated with the foreign exchange dealing room and back office  
Assisted the General Manager with administration and human resources  
Managed accounts and real estate properties of Potocki Foundation  
Translated financial documents (French, Polish, and Spanish)
- 1976 - 1978      **VARIOUS IMPORT-EXPORT COMPANIES**      Paris, France  
**Translator/Interpreter**  
Translation and interpretation for various clients including:  
    Télémecanique Electrique (Commercial agreements and documents)  
    Air Liquide (Commercial agreements and documents)  
    Société Générale (Financial and commercial documents)  
    Crédit Lyonnais (Financial and commercial documents)

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## EDUCATION AND TRAINING

2013 - 2013	SOCIETE FRANCAISE DES TRADUCTEURS <b>Workshop: "Be a Better English Translator of Ads and Business Texts"</b> Certification on best techniques to translate ads and business texts into English	Paris, France
2012 - 2012	NORTHERN CALIFORNIA TRANSLATORS ASSOCIATION <b>Trados Studio 2011 Workshop</b> Certification to use SDL Trados Translation Software	San Francisco, CA
2003 - 2005	SORBONNE UNIVERSITY <b>Master's Degree</b> Linguistics and translation (French, Polish, English and Spanish)	Paris, France
1999 - 1999	JAPAN FOUNDATION JAPAN ASSOCIATION OF INTERNATIONAL EDUCATION <b>Japanese Language Proficiency Certificate</b> Written and spoken Japanese language	Paris, France
1986 - 1987	PARIS CHAMBER OF COMMERCE <b>Training course for senior assistant</b> Data processing, commercial English language, commercial law, public relations and communication	Paris, France
1976 - 1978	SORBONNE UNIVERSITY <b>Bachelor's Degree</b> Hispanic literature, civilization and language, linguistics and translation (French and Spanish)	Paris, France
1973 - 1976	UNIVERSITY OF WARSAW <b>Bachelor's Degree</b> Hispanic literature, civilization and language, linguistics (Spanish, French, English, Portuguese, and Latin)	Warsaw, Poland
1969 - 1973	MARCINKOWSKIEGO HIGH SCHOOL <b>High School Diploma</b> Languages studied: Polish, French, English, Russian, and Latin	Poznan, Poland

## COMPUTER SKILLS

Major programs (Word, Excel...)  
SDL Trados Software (Certification)

## PROFESSIONAL ASSOCIATIONS

American Translators Association (ATA)  
Northern California Translators Association (NCTA)