



Curriculum vitae

PERSONAL DETAILS

VALETTE Michèle (married to NARDI) Chemin du Bienvenu 57 – 5100 NAMUR (B) +32 81 307837 - +32 479 201984 linguat@linguat.be	Nationality: French and Italian	Date of birth: 7.10.1959
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MOTHER TONGUE	FRENCH
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WORKING LANGUAGES	FRENCH	ITALIAN	ENGLISH
◆ READING COMPREHENSION	excellent	excellent	excellent
◆ WRITTEN EXPRESSION	excellent	very good	good
◆ ORAL EXPRESSION	excellent	very good	good

FULL-TIME FREELANCE TRANSLATOR SINCE JANUARY 1986,
i.e. **32 years of professional experience in translation EN-IT->FR.**

Sworn translator to the Court of First Instance in Namur (Belgium) since 1988.

Member of the Société Française des Traducteurs (SFT) since 2008.

Member of the Réseau franco-italien of the SFT since 2011.

EDUCATION AND TRAINING

PERIOD	DIPLOMAS/QUALIFICATIONS OBTAINED	UNIVERSITY, INSTITUTION, ETC.	COUNTRY
Nov. 2017	Forum Translating Europe 2017 on new skills, new markets, new profiles	European Commission, Brussels	Belgium
Sept. 2017	Intensive SDL Trados 2017 course, Beginner and Intermediate levels	Société Française des Traducteurs, Lille	France
Oct. 2016	Forum Translating Europe 2016 on translation technologies	European Commission, Brussels	Belgium
June 2015	Training seminar and congress on legal translation (Transius 2015)	University of Geneva (Centre for Legal and Institutional Studies)	Switzerland
Oct. 2009 and Sept. 2008	Courses (parts 1 and 2) on the French judicial and penal system – Horizon Justice Française	Tribunal de Grande Instance de Paris, in collaboration with the Société Française des Traducteurs	France
1981-1982	Course on European law (evening course as a non-registered student)	Centre Universitaire de Charleroi (CUNIC)	Belgium
1978-1982	DEGREE IN TRANSLATION	École d'Interprètes Internationaux (Mons)	Belgium
1977-1978	Diploma of general university studies in Applied Languages (1st year)	University of Saint-Etienne (Faculté de Lettres)	France
1973-1977	Baccalaureate A4 (Philosophy-Letters)	Lycée Honoré d'Urfé (Saint-Etienne)	France

TRANSLATION EXPERIENCE

- **EXPERIENCE IN TEXTS RELATING TO THE EUROPEAN UNION:**

- since July 2016: **freelance translator (IT->FR) for the European Commission**. Volume to date: 687 standard EU pages;
- since May 2014: **freelance translator (IT->FR) for the Translation Centre for the Bodies of the European Union (CdT)**. Volume to date: 142 standard EU pages;
- since May 2013: **freelance translator for the European Investment Bank (EIB)**. Total volume to date: 1,210 standard EU pages:
 - **translations IT + EN->FR on administrative, financial and environmental matters** concerning the activity of the Bank (555 standard EU pages);
 - **legal translations IT->FR** relating to **written pleadings** to be filed before the Civil Service Tribunal (646 standard EU pages);
- since 1998: **constant collaboration with various suppliers to the EU**, including Alphabets (FR), East West Communication Company (FR), Idest Communication (BE), Production S.A. (BE), SGS (BE) and Verbivis (LU). In this context, I have provided the translation of approximately **14,510 standard pages of texts** broken down as follows: **5,990 pages EN->FR** and **8,520 pages IT->FR (including +/- 7,000 pages IT->FR of legal texts)**.

AS A SPECIALIST IN EUROPEAN UNION LAW, I regularly provide translations intended for the **legal service of the European Commission** (written pleadings IT->FR), the **Court of Justice of the EU** (written pleadings IT->FR), and the **European Union Agency for Fundamental Rights** (including the translation of the *Handbook on European non-discrimination law – July 2010*).

Thanks to 21 years' experience in the field of legal translation for the EU, I have acquired an excellent knowledge of the various courts in the Union, the typology of the procedural forms, texts governing these procedures and the related terminology. I am also fully familiar with the research procedures on Eur-Lex and Curia.

The other texts entrusted to me by the aforementioned agencies cover a wide range of European subjects and come from various EU institutions and agencies: maritime affairs and fisheries (**MARE**); PGI and PDO applications (**AGRI**); State aid decisions (**COMP**); reports on education (**EACEA**) and training (**ETF**); documents on taxation and the customs union (**TAXUD**); studies on employment, social affairs and the fight against discrimination (**EMPL** and **Eurofound**); dossiers on equality between men and women (**EIGE**); enterprise policy (**ENTR**); health and safety at work (**EU-OSHA**); disease prevention in the EU (**ECDC**); applications for the registration of trade marks, designs and models (**OHIM-EUIPO**), opinions of the European Data Protection Supervisor (**EDPS**); decisions of the **European Ombudsman**, etc.;

- 2001 to 2005: translation (EN->FR) of the monthly European newsletter 'TECIS' produced by Intrasoft International (Brussels) on **EU current affairs in various areas**, as well as several information dossiers prepared by Intrasoft International for the European Commission: *The Treaty of Nice: Preparing for enlargement? An analysis overview* (2002); *The face of the new European Union: after enlargement and the constitutional process* (2004); *The rocky road to Lisbon: the EU's agenda for boosting competitiveness in a knowledge-based economy* (2005); *Trend Chart – Innovation Policy in Europe* (2005). The total volume of these translations corresponds to **approximately 850 standard pages**;
- 1999 to 2001: translation (EN->FR) of daily press releases on European information for Intrasoft International (Luxembourg) (total volume translated: **approximately 200 standard pages**).

- **EXPERIENCE IN ADMINISTRATIVE, FINANCIAL AND LEGAL TEXTS:**

- since 1986, regular contracts with various **international law firms** for the translation of written pleadings and judgements from Italian and British courts (total volume translated: **approximately 725 standard pages**);
- since 1988, sworn translator to the Court of First Instance in Namur (Belgium). As such, I have provided numerous **legal translations EN and IT->FR** for **public administrations** (various official certificates and deeds; adoption dossiers), **lawyers, notaries and bailiffs** (litigation dossiers, deeds of purchase and sale, summons, etc.), and the **Namur Public Prosecutor's Office** (ECO-FIN section).
I have also provided **sworn interpretation services IT<->FR** for the **Namur Police Department** during hearings on several occasions;
- since 1990, regular collaboration with several **directorates general at the Walloon Public Service** (social affairs, land management and planning, housing and heritage, employment, the environment, etc.) for the translation from English into French of various studies and reports (total volume translated: **approximately 785 standard pages**).

TECHNICAL APTITUDES AND SKILLS

- Good command of the Microsoft Office suite (Word, Excel, PowerPoint).
- Constant use and good command of **SDL Trados Studio 2014** and **SDL Trados Studio 2017 Freelance Plus**.
- Use of numerous online terminology databases and several general and specialised electronic dictionaries IT<->FR and EN<->FR.
- Excellent knowledge of and strict compliance with the EU interinstitutional style guide.
- Regular consultation of glossaries and databases of European and international institutions.