

Félicité Jane Robertson

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PROFILE

Proficient **TRANSLATOR AND INTERPRETER** with 6 years experience liaising with major blue chip clients. Full project life cycle knowledge. Now seeking next rewarding opportunity to make a successful impact in a customer focused team.

COMPUTER KNOWLEDGE: Windows and Macintosh platforms
Microsoft Office including Outlook, Word, PowerPoint, Excel and Access
JD Edwards, Wordfast TM, Trados Workbench TM (version 6.5)

EMPLOYMENT RECORD

Current

Freelance Translator and interpreter

Major Projects: Oil & Gas

- Translation and interpretation on LNG due diligence cases
- Translation of fiscal and regulatory management strategy documents
- Involvement in translating documents for the development of commercial stewardship of LNG Terminal Projects

May 2005 to May 2006

PDV (UK) (Petróleos de Venezuela) – Oil and Gas Resources

Responsibilities include:

- Translating technical and financial reports for the OPEC meetings (French and Spanish)
- Research and translation of information regarding legal and fiscal structures in foreign countries
- Researching market trends and writing regular reports elucidating market developments in Spanish
- Studying petroleum legal and fiscal terminology
- Writing (under supervision) the weekly fuel oil report in Spanish
- Interpreting at various conferences and presentations (Spanish and French)

Key Attributes:

- Good knowledge of the oil and gas sector worldwide
- Strong knowledge of oil and gas / Industrial and financial terminology

- Strong research skills, with significant policy experience, experience in government, academia, international organisations, NGOs and the media
- excellent interpersonal and communication skills, including good public presentation skills, and a strong capacity for effective teamwork

Dec 2002 to May 2005

**Robertson and Co – Technical Translation
Translation Project Manager**

- Managed team of translators and interpreters on large oil and gas related translations.
- Responsible, end-to-end, for the project lifecycle: from marketing requirements, through design and development, and into release.
- Various localisation projects
- Scheduled employee training after implementation of new software.

August 2002 to December 2002

**Petroplus – Petroleum products Marketer
JD Edwards Technical Author**

- Managed the JD Edwards support helpdesk after the implementation of new software. Edited, revised, proofread and assessed quality of the JD Edwards technical documentation.

Feb 2001 to Jul 2002

**VisionWeb Limited – ERP Consultancy
Translator and Interpreter**

- Various ERP (Enterprise Resource Planning) contracts: designed, produced, proofread and issued reports.

EDUCATION AND TRAINING

1997 - Masters in Applied Foreign Languages (Translation/Consecutive and Simultaneous Interpreting), Marketing and Economics.

Other Training

ESC – Economics of the Oil Supply Chain – *By Invincible Energy*
 Overview of the International Upstream Oil and Gas Industry
 The Fundamentals of Petroleum Agreements *CWC School for Energy Studies*
 ITI Translation Workshop

Web Based Training (The Oxford Princeton Programme)

Hedging with Futures and Options
 Understanding the Value-at-Risk Concept
 Commodity Risk
 Enrolled on the CFA Program (Chartered Financial Analyst)

LANGUAGES

Source: Spanish, English, French

Target: Spanish, English, French
Good knowledge of German and Italian

MEMBERSHIPS

Associateship with the ITI (Institute of Translation and Interpreting)