

EMILY MOORLACH

French to English Freelance Translator & Editor

LANGUE VIVANTE, LLC

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Professional Summary

- Detail-oriented French to English translator with three years of professional experience.
- Diverse subject matter experience including personal documents, educational materials, newspaper and magazine articles as well as subtitling and transcription.
- Known for short turnaround times while maintaining the highest level of accuracy.
- Experienced in the proofreading, editing and formatting of translations completed by others.

Professional Memberships

- American Translators Association (ATA) Associate Member # 271345
- Union des Français de l'Etranger (UFE) Member

Work and Related Experience

TED Volunteer Translator Program

2019-Present

- Create English subtitles for TED talks originating in French
- Create transcripts for English-language TED talks to make content accessible for all and provide a template for translation into other languages

Self-employed Freelance Translation

2016-Present

- Sample clients
 - LUNA Language Services – Indianapolis, IN
 - Iowa International Center – Des Moines, IA

Kathleen Stahl Travel – Des Moines, IA (Luxury Travel Advisor)

2019-Present

- Communicate in English and French with luxury hotels (Four Seasons, Belmond, and Signature Travel Network) around the world to ensure a top-notch experience for our clients
- Create custom, foreign independent travel itineraries including private tours and transportation with destination management companies located in the country of travel
- Communicate with high-end clients to deliver their dream travel experience
- Create custom, interactive travel itineraries in the Pocket Travel app (AXUS)

Iowa International Center – Des Moines, IA (Interpretation & Translation Program Manager)

2016-2018

- Performed project management functions such as generating price quotes, managing negotiations and end-of-project quality assurance for document translations in all languages
- Performed human resource functions such as hiring, background checks, training, & performance reviews for over 55 interpreters/translators speaking over 60 languages
- Scheduled in-person interpretation appointments for clients in the medical, educational, legal, social services, and business sectors for the entire state of Iowa
- Performed accounting functions such as client invoicing (A/R), interpreter payroll (A/P), customer service billing inquiries, bank reconciliations and audit preparation

Marshalltown High School – Marshalltown, IA (French Teacher)

2014-2016

- Taught all four levels of French
- Updated curriculum to blend traditional and computer-based learning

John Deere Global Support Center – Urbandale, IA (Customer Service Representative)

2013-2014

- Provided technical support and troubleshooting for over 70 John Deere ISG products via telephone and e-mail in both English and French

Education

Iowa State University - Ames, IA

- Bachelor of Art: French, December 2011, Bachelor of Science: Accounting, December 2011
- Cumulative GPA: 3.92
- Graduated Summa Cum Laude and in the top 2% of the Class of 2011 at Iowa State University
- World Languages and Cultures Secondary Education Standard Teaching License received: May 2016

La Sorbonne - University of Paris IV, Cours de Civilisation Française

I studied abroad for the Spring 2010 semester, where I earned 15 credits toward my French Bachelor of Art degree. During this semester abroad I took courses strictly taught in the French language and lived with a host family in order to gain the most from the experience.

Alliance Française - Paris, France

In July of 2015 I completed a 4-week course for teachers of French as a Foreign Language (FLE) while staying with a French host family.

Skills

Language

- French Fluency (16 years of study)

Computer/Office

- SDL Trados
- Microsoft Office (Microsoft Word, Excel, Power Point, Access, Outlook)
- Google products (Gmail, Drive, Forms, Slides, Docs, Classroom)
- Plunet Business Management

Hobbies & Interests

- Travel
- Language learning
- Reading - I belong to a local UFE French book and conversation club
- Cooking
- Yoga