



## Curriculum vitae

### PERSONAL DETAILS

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

**FREELANCE LEGAL AND SWORN TRANSLATOR since January 1986,**  
i.e. **34 years of professional experience in translation EN-IT->FR.**

**SWORN TRANSLATOR (VTI6160308)** to the Belgian courts and the Italian Consulate in Charleroi (Belgium).  
Member of the Société Française des Traducteurs (SFT) since 2008.  
Member of the Réseau franco-italien of the SFT since 2011.

### EDUCATION AND TRAINING

<b>PERIOD</b>	<b>DIPLOMAS/QUALIFICATIONS OBTAINED</b>	<b>UNIVERSITY, INSTITUTION, ETC.</b>	<b>COUNTRY</b>
2020-2021	<b>University studies</b> to obtain the <b>University Certificate in legal knowledge for sworn translators</b>	UMONS (Université de Mons)	Belgium
September and April 2019	<b>Intensive training seminars on Italian criminal and civil laws</b>	Trainings provided in Lille by Pr M. C. Coccoluto (College of Europe) and Jean-Pierre Jacques, lawyer at the Liège Bar	France
Nov. 2017	<b>Forum Translating Europe 2017 on new skills, new markets, new profiles</b>	European Commission, Brussels	Belgium
Sept. 2017	<b>Intensive SDL Trados 2017 course, Beginner and Intermediate levels</b>	Société Française des Traducteurs, Lille	France
Oct. 2016	<b>Forum Translating Europe 2016 on translation technologies</b>	European Commission, Brussels	Belgium
June 2015	<b>Training seminar and congress on legal translation (Transius 2015)</b>	University of Geneva (Centre for Legal and Institutional Studies)	Switzerland
Oct. 2009 and Sept. 2008	<b>Courses (parts 1 and 2) on the French judicial and penal system – Horizon Justice Française</b>	Tribunal de Grande Instance de Paris, in collaboration with the Société Française des Traducteurs	France
1981-1982	<b>Course on European law</b> (evening course as a non-registered student)	Centre Universitaire de Charleroi (CUNIC)	Belgium
1978-1982	<b>DEGREE IN TRANSLATION</b>	École d'Interprètes Internationaux (Mons)	Belgium
1977-1978	<b>Diploma of general university studies in Applied Languages (1<sup>st</sup> year)</b>	University of Saint-Etienne (Faculté de Lettres)	France
1973-1977	<b>Baccalaureate A4 (Philosophy-Letters)</b>	Lycée Honoré d'Urfé (Saint-Etienne)	France

## TRANSLATION EXPERIENCE

### - **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;
- since 1988, sworn translator to the Belgian courts. 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.), the **Namur Public Prosecutor's Office** (ECO-FIN section) and other legal entities, as well as individuals.
- 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.

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

- 07 2016 – 09/2020: **freelance translator (IT->FR) for the European Commission**. Volume to date: 1,728 standard EU pages (of which 1 545 pages for the Legal Service of the EC);
- since May 2014: **freelance translator (IT->FR) for the Translation Centre for the Bodies of the European Union** (CdT). Volume to date: 256 standard EU pages;
- since May 2013: **freelance translator for the European Investment Bank (EIB)**. Total volume to date: 1,440 standard EU pages:
  - **translations IT + EN->FR on administrative, financial and environmental matters** concerning the activity of the Bank (733 standard EU pages);
  - **legal translations IT->FR** relating to **written pleadings** to be filed before the Civil Service Tribunal (732 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*).

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).
- 1999-2001: translations of daily press releases on European information for Intrasoft International (Luxembourg).

## **TECHNICAL APTITUDES AND SKILLS**

- Good command of the Microsoft Office suite (Word, Excel, PowerPoint).
- Constant use and good command of **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.