



SKRIVA
Training, Writing
& Translation Agency

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Foreign Language Teacher & Translator Riding Instructor

ENJOY LEARNING & LEARN TO ENJOY

One learns better when enjoying it!

PROFESSIONAL EXPERIENCE

FOREIGN LANGUAGES

ST BENOÎT-MAUPERTUIS SECONDARY SCHOOL, Le Mans, France (F) **2018 - ...**

ST JOSEPH LASALLE SECONDARY SCHOOL, Pruillé le Chétif (F) **2017 - ...**

STE CATHERINE VOCATIONAL SECONDARY SCHOOL, Le Mans (F) **2015-2017**

4 VENTS SECONDARY SCHOOL, Le Lude (F) **2014-2015**

German teacher for secondary and higher education classes, and for vocational classes in commerce and hotel & catering industry.

English trainer for apprentices in hotel & catering industry

RIDING

LA GERMINIÈRE AGRICULTURAL SECONDARY SCHOOL, Rouillon (F) **2017-2018**

Hippology teacher and **Riding instructor** for secondary classes

EQUIPULSE, Professional training centre, Le Mans (F)

Continuing vocational block-release **trainee** as **horseriding instructor**

♦ **Vibraye Équitation**, Vibraye - **Tutor** : Camille Boudier **2014-2016**

→ **BPJEPS Activités Équestres**, mention Équitation
French official Horseback Riding Instructor degree

♦ **Vallon Juigné**, Allonnes - **Tutor** : Sylvain Foucault **2013-2014**

→ **CQP ASA Équitation**, mention Cheval
First official riding teaching state acknowledged degree

MANAGER

SKRIVA, Le Mans (F)

Agency offering services in **foreign languages** continuing **education** (English and German), in **translation** and **interpretation**.

♦ **2010 - ...** : Training and translation missions for SMEs, large-scale retailing & distribution industry, tourist offices, associations, paramedic professionals, craftsmen, private individuals, etc... :

- ◇ Design of English modules and leading training sessions : Leclerc
- ◇ In equine language specialized translations of websites, articles and technical documentation : Veredus, Sergio Grasso, Société Hippique Percheronne de France (SHPF), Yu Sports
- ◇ Support and interpreting missions in Europe : SHPF, Bergquell Brauerei (Löbau, Germany)

♦ **2005 -2012** : Work in collaboration with organizations involved in major training projects for specific business applications

Clients : Michelin, PSA, Sanofi-Aventis, FNAC, Bolloré Africa Logistics, Galeries Lafayette, Arcelor, Cogestib, ...

2004 to 2012 (in parallel to my own freelance activity)

« **À FLEUR DE PEAUX** » saddlery then **AFP Ltd**, Le Mans, France

- ♦ Administrative and Business Manager
→ Customer and Supplier follow through, simple book-keeping
- ♦ Management of the online saddlery « Le Cuir en Selle »



PROFESSIONAL EXPERIENCE - Following

1994 to 2001

TEXAS INSTRUMENTS, Villeneuve Loubet, France

Trilingual Personal Assistant to the European Vice-President, Terminals Division

CROMEDICA s.a.s., CRO, Nice, France

Trilingual Personal Assistant to the Operations Director for France

ABS, Sophia Antipolis, France

International Business Office Manager

HILL'S PET NUTRITION, SNC, Sophia-Antipolis, France

Sales Administrator

ARCADE EUROPE, Paris, France

Trilingual Personal Assistant to the Managing Director

1998 to 1999 Manager

LA BOITE À LETTRES, Cap d'Ail, France (one-person business)

Specialist in public letter-writing, translation and secretarial teleworking

- ♦ Gained the "Get Going in France" passport and was a Departmental finalist in the 1999 Young Talents contest

EDUCATION

- ♦ 2019 : **CAER, Allemand**
French Teaching Degree for Secondary Schools in **German**
- ♦ 2014-2016 : In Training to obtain the « **BPJEPS, Activités Équestres** »
French official Horseback Riding Instructor degree
Equipulse, Professional training centre, Le Mans, France
8 Units of the diploma out of 10 obtained so far
- ♦ 2014 : Obtained **CQP ASA, Équitation**, mention **Cheval**
First official riding teaching state acknowledged degree
- ♦ 1993 : Diploma in **Translating and Interpreting**, ISIT, Paris
Three languages: **French, German** and **English**
Specialism: international affairs, external relations option
- ♦ 1990-1991 : Diplomas from the Paris Franco-British and Franco-German
Chambers of Commerce and Industry

SPECIAL SKILLS

LANGUAGES

- ♦ **French** : CEFR Level **C2** - Native speaker
- ♦ **German** : CEFR Level **C2** - Native Speaker (second mother tongue)
- ♦ **English** : CEFR Level **C1** - Near native
- ♦ **Swedish** : CEFR Level **B1** - Good command

IT SKILLS

- ♦ Office 365 (Word, Excel, PowerPoint, Publisher & Outlook) & Lotus Notes
- ♦ SAP (SD, PA, OM), SAGE, ISOFLEX, E-Temptation, Winshop, l'CAR DMS,

WRITING

2007 : Publication of the book "Marine et Marinette / Cent Jours" with Éditions Thélès (Paris), under the pseudonym of Tosca Nema

PERSONAL DETAILS

- ♦ **Date of Birth** : 13th May 1969
- ♦ **Nationality** : Dual French and Swedish
- ♦ **Marital status** : Divorced, 4 children
- ♦ **Driving Licence** : **B** (light vehicle), **EB** (van-trailer), **C** (heavy vehicle)

