



Curriculum vitae

PERSONAL DETAILS

VALETTE Michèle (married to NARDI)

Chemin du Bienvenu 57 – 5100 NAMUR (B)
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Nationality:

French and Italian

Date of birth:

7.10.1959

MOTHER TONGUE	FRENCH		
WORKING LANGUAGES	FRENCH	ITALIAN	ENGLISH
♦ READING COMPREHENSION	excellent	excellent	excellent
♦ WRITTEN EXPRESSION	excellent	very good	good
♦ ORAL EXPRESSION	excellent	very good	good

EDUCATION AND TRAINING

PERIOD	DIPLOMAS/QUALIFICATIONS OBTAINED	UNIVERSITY, INSTITUTION, ETC.	COUNTRY
May/Sept. 2021	Intensive training in Belgian Criminal Law	Global2Evolution (N. Rakki and J.-P. Jacques)	Belgium
2020-2021	UNIVERSITY CERTIFICATE IN LEGAL KNOWLEDGE FOR SWORN TRANSLATORS	UMONS (Université de Mons) – Graduated magna cum laude (186/200)	Belgium
Sept. and April 2019	Intensive training seminars on Italian criminal and civil laws	Trainings provided in Lille by Pr M. C. Coccoluto (College of Europe) and Jean-Pierre Jacques, lawyer at the Liège Bar	France
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 criminal 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 (1 st year)	University of Saint-Etienne (Faculté de Lettres)	France
1973-1977	Baccalaureate A4 (Philosophy-Letters)	Lycée Honoré d'Urfé (Saint-Etienne)	France

TRANSLATION EXPERIENCE

FREELANCE LEGAL AND SWORN TRANSLATOR since January 1986 (i.e. 36 years of professional experience in translation EN-IT->FR).

SWORN TRANSLATOR (VTI6160308) to the Belgian courts and the Italian Consulate in Charleroi (Belgium).

- 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 – 07/2020: **freelance translator (IT->FR) for the Directorate-General for Translation of the European Commission**. Volume translated: 1,728 standard EU pages (of which 1 545 p. 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);
- since May 2013: **freelance translator for the European Investment Bank (EIB)**:
 - **translations IT + EN->FR on administrative, financial and environmental matters** concerning the activity of the Bank;
 - **legal translations IT->FR** relating to **written pleadings** to be filed before the EU Courts;
- 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)..

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 Intrisoft International (Brussels) on **EU current affairs in various areas**, as well as several information dossiers prepared by Intrisoft 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 Intrisoft 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, as well as of national judicial authorities.