INTERN HOME

INTERN PROFILE A: internship only

internal reference: translation verification PM assistance

REQUIRED SKILLS:

- Currently pursuing a degree in a foreign language or a language related discipline
- The ability to accurately capture cultural subtleties, nuance, and emphasis
- Perfect command of **French**, both written and spoken
- Good command of written English
- Basic knowledge of MS Word and Excel
- Basic knowledge of **CAT tool**(s) such as Trados, MemoQ, OmegaT, etc.
- Good organisational and problem-solving skills
- Well-developed interpersonal and communication skills
- · Thorough, reliable, team working spirit

DESIRED SKILLS:

- Knowledge of (an) additional language(s)
- Knowledge of terminology
- · Good command of MS PowerPoint
- IT skills e.g. programming, web-design, database design, etc.

TASKS:

- Translate, proofread and review
- · Translation memory or glossary related tasks
- Work on cApStAn's modules (e.g. glossary module, proofreading module, etc.)
- Provide assistance to EHR (=vendor) management
- Assist in database and file management
- Provide other types of assistance to project managers

WHAT WE OFFER

- Intern will be able to learn about functioning of different departments (business development, vendor management, project management, etc.).
- Intern will be able to develop skills to use CAT tools.
- Intern will be able to improve translation skills while translating in a professionnal context, ie meeting deadlines and clients' expectations.
- item
- item

INTERN PROFILE B: internship & dissertation

internal reference: PIAAC content transfer

REQUIRED SKILLS:

Good understanding of translation as a cognitive as well as a technical process (e.g. CAT

tools, segmentation, etc.)

- Good overall IT skills
- · Good command of written English
- Attention to detail
- Experience with or good understanding of markup languages, e.g. HTML or XML

DESIRED SKILLS

- Experience using text editors (e.g. Sublime Text)
- Experience using OmegaT and Okapi Rainbow
- Some knowledge of Unicode

TASKS

 Review segmentation in a number of target languages in OmegaT to ensure full leverage of 100% matches from the TM

INTERN PROFILE C: internship & dissertation

internal reference: glossary & terminology

REQUIRED SKILLS:

• C

DESIRED SKILLS:

• K

TASKS:

• T

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