



VIRGINIE DEMIN  
TRANSLATION

## Virginie Demin

**Sworn Translator (EN & ZH-CN > FR) – Legal, Medical & Official Documents**

Certified in Belgium

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### Professional Summary

Certified sworn translator (Belgium) with over 10 years of experience specializing in legal, medical, and official translations from English and Chinese into French. Trusted by public institutions, law firms, and international companies for accurate and reliable certified translations.

### Services:

- Translation, MTPE; proofreading, conformity check transcreation, subtitling, DTP, project management

### Sworn Translation Services

- Certified translations of contracts, certificates, court documents, and notarial deeds
- Fully compliant with Belgian legal standards
- Official stamp and signature provided upon delivery

### Sector-Specific Expertise – Life Sciences & Clinical Trials

**Pharmaceutical and Clinical Research Translation** – Extensive experience translating documents related to clinical trials, including for **CROs**, with a focus on patient-facing materials (Informed Consent Forms, questionnaires, patient diaries, recruitment materials).

**Medical Device Documentation** – Translation of Instructions for Use (IFU), user manuals, and regulatory files.

**Patient-Centric Communication** – Adapting content for readability, clarity, and cultural relevance to ensure patient understanding and engagement.

**Quality and Terminology Management** – Rigorous use of validated terminology databases and compliance with industry standards.



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## Core Competencies

- Legal and Medical Translation (EN > FR, ZH-CN > FR)
- Sworn Translation & Official Documentation
- Public Procurement Documentation
- Terminology Management (Trados, MemoQ, Phrase, Multiterm)
- Quality Assurance & Cultural Localization

## Professional Experience

- Freelance Translator  
2013 – Present
  - Delivered sworn and specialized translations for legal, medical, and public sector clients.
  - Ensured terminological accuracy and timely delivery.
  - Collaborated with both private and institutional clients in Belgium and abroad.
- Helpdesk Collaborator – eProcurement (BOSA, Belgium Public Services)  
January 2025 – Present
  - Supported users of the eProcurement platform.
  - Provided assistance with public procurement documents and processes.
  - Communicated in French, Dutch, and English in a multilingual setting.
- Project Manager – Acolad S.A  
March 2014 – December 2024
  - Managed translation projects in the life sciences sector.
  - Supervised freelance translators and performed quality control.
  - Liaised with global clients and ensured on-time delivery.

## Education

- University Certificate in Legal Training for Sworn Translators – ULB, Brussels (2024)
- Master's in Multidisciplinary Translation (EN-CN) – Institut supérieur de traducteurs et d'interprètes (2013)
- Bachelor's in Translation and Interpretation – Institut supérieur de traducteurs et d'interprètes (2009)
- Tianjin Foreign Studies University – China (2008–2011)

## Languages

- French: Native
- English: Excellent
- Chinese (Simplified): Excellent
- Dutch: Basic



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### Technical Skills

- Microsoft Office Suite
- Trados Studio, MemoQ, Phrase
- Multiterm Terminology Management

### Additional Information

- HSK Level 4 – Mandarin Chinese
- Volunteer translator (TED, TWB, UNV)
- Passionate about history and homemade cooking