Michèle Tropée

ATA-Certified English-French Translator & Interpreter
Public Trust Security Clearance (DoJ and FEMA)

PROFESSIONAL SUMMARY

ATA-certified freelance translator and interpreter with 25+ years of experience. Specializing in legal, technical, commercial, and world development fields with expertise in contracts, corporate governance, and international regulatory frameworks. Extensive background in simultaneous and consecutive interpretation for high-level negotiations, conferences, and legal proceedings.

CONTACT INFORMATION

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https://www.communicalliance.com/

LANGUAGES

- French (native) - A
- English (fluent) - B
- Spanish (fluent) – C

KEY EXPERTISE

- Legal
- Technical
- World Development
- Consecutive & Simultaneous Interpretation – in-person and remote

EDUCATION

- **M.A. in French Studies** – University of Houston (1994)
- **M.A. in Technical and Legal Translations & Interpretation** – Université de Haute-Bretagne, Rennes, France (1992)

PROFESSIONAL EXPERIENCE

Freelance Translator & Interpreter
Communication Alliance, Inc. | 1996 to Present

LEGAL EXPERIENCE

- **Corporate & Compliance:** Translated bylaws, articles of incorporation, FCPA/anti-bribery policies, and charters of foundation, ensuring legal terminology aligned with U.S. and international compliance standards.
- **Contracts & Agreements:** Produced accurate translations of service agreements, sales contracts, and government regulations, supporting cross-border negotiations and ensuring enforceability in both civil and common law systems.
- **Government & International Law:** Prepared translations of legal frameworks, fiscal regimes, and correspondence for ministries and government agencies in Gabon, Chad, Cameroon, Ivory Coast, DRC, Algeria, Tunisia, Morocco, Mauritania, Madagascar, and Republic of Congo, contributing to the development of regulatory frameworks for hydrocarbon exploration.
- **Negotiations & Dispute Resolution:** Provided on-site simultaneous interpretation during negotiations of Production Sharing Contracts (PSCs), mediations, and depositions; facilitated clear communication between multinational companies and host governments.
- **Immigration & Human Rights:** Delivered consecutive interpretation for asylum interviews, immigration hearings, and NGO initiatives, where precise legal terminology was critical for case outcomes.

TECHNICAL & COMMERCIAL EXPERIENCE

- **Energy & Oil & Gas:** Translated operational manuals, commissioning reports, safety documentation for LNG plants, gas compressor stations, and oil field facilities across Africa.

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TOOLS

- MS Office 365
- Trados Studio 2024
- Phrase (Memsource)
- Lokalize
- Wordbee
- Wordfast

CERTIFICATIONS & AFFILIATIONS

- ATA-Certified Translator (American Translators Association)
- KUDO-Certified Interpreter
- Member, Houston Interpreters and Translators Association (HITA)
- Member, Austin Area Translators and Interpreters Association (AATIA)
- Member, New York Circle of Translators

EXTRA-CURRICULAR EXPERIENCE

Founder and former Secretary of the Houston chapter of the "Bibliothèque Orange," a global book club promoting French literature.

- **Engineering & Environmental:** Prepared and reviewed translations of Environmental Impact Studies (pipelines, port expansions) supporting regulatory approvals and compliance submissions.
- **IT & Technology:** Worked on software localization and IT manuals, with terminology adaptation for Francophone markets while preserving functional accuracy.
- **Corporate & NGOs:** Translated quarterly and annual reports, funding project reports, training modules, AGOA, DEI/HIV/GBV and public-health campaigns, ensuring accessibility for diverse Francophone audiences.
- **Consumer & Commercial:** Cosmetic packaging and promotional content (Urban Studio, Cala) meeting regulatory and marketing requirements.

INTERPRETATION EXPERIENCE

- **High-Level Conferences (in-person):** Houston-Africa Energy Summit, CERA Week; Museum of Fine Arts, Houston, for the FRAME Annual Conference; Network marketing companies and major companies from the automobile industry.
- **International Organizations (remote):** RSI for Red Cross, Red Crescent, FHI360; multi-country events with 10,000+ attendees.
- **Aerospace & Technology:** NASA PAO events with French-speaking astronauts (Pesquet, Saint-Jacques, Hadfield).
- **Pharma & Medical:** Leadership/training programs for international pharmaceutical and medical organizations.
- **Military & Security:** Annual Air Force conferences on HIV & Gender-Based Violence for international military doctors/personnel; Nuclear Safety and Security courses with private nuclear facilities and government agencies from Europe and Africa
- **Legal & Government:** Mediations, depositions, award negotiations with African governments (Gabon, Ivory Coast).
- **Education & Community:** VRI and in-person interpretation for school districts; equitable access for immigrant families.

EARLIER PROFESSIONAL EXPERIENCE

- Production Manager – Interlingua, Houston, TX (1994–1996): managed translation projects incl. technical/legal FR-EN-ES.
- Translator/Proofreader – Universe Technical Translation, Houston, TX (1993–1994).
- French Teaching Assistant – University of Houston (1992–1994).