

# Jean-Paul Bardez

17, rue du Maréchal Foch, 13360 Roquevaire, France  
+33 (0)6 51 81 78 45 – jpbardéz@gmail.com – www.bardéz.com

## User documentation – training – customer support – multicultural vertical teams moderation

*Native French speaker with native level English and German, plus spoken Italian and Spanish*

### Work experience

---

#### 2011-2018 English instructor/teacher, technical translator

Preparatory course design (125 hours) and teaching for students at Cours de France (Marseilles) to ENSM (Marseilles) entry contest, since May 2016.

Sales students (1st year) at Université Saint Jérôme, Marseilles.

Sciences Po students (2nd year) in Aix-en-Provence.

Preparatory class for students entering ENSM (Marseilles) contest.

MIAGE students (IT and management) at Aix-en-Provence University.

Technical translation Master classes (M1 and M2) at Aix-en-Provence University (France).

Stade vélodrome fire wardens English training for Euro 2016.

Technical writing conferences and workshops at Clermont-Ferrand University (France).

Freelance English trainer for adults.

Since 2008, English/French translations for AfDB (Senegal), Narcotics Anonymous (USA), and ICE (France, electrical power protections).

In 2011-2012, German/French translations for Lennon.de (Münster, Germany).

#### 2009-2010 English teacher

Design of teaching material in the form of Microsoft PowerPoint presentations, flash cards, and printed material, use of videos as learning material as well as setting up workshops to practice English in the classroom. Work as an alternate teacher in 5 schools, 4 high-schools, and 1 vocational school in Marseilles.

#### 2008-2009 Training, documentation, and after sale coordinator – Agence web JALIS

Design and set up of the first Internet technologies training for the sales force. Rewriting of the user manual for the Jalis turnkey solution. Also submission of a reorganisation plan for hotline calls processing.

- 2007-2008 Webmaster – Publicité par l'image**
- Internet site design with an OSCommerce shop, intranet setup with logos, clients, suppliers and printers database. Products database creation (800 articles). Mass mailings and emails/phone orders processing.
- 2002-2007 Freelance web designer**
- In Roquevaire (Marseilles area) design and production of websites, intranets (in particular for INSERM scientific research laboratory in Luminy), and of HTML newsletters distributed via email.
- 2000-2002 Webmaster – Gemplus**
- Management of projects** involving similar departments (HRD) in several countries or separate departments in Gemplus (Intranet consultation stations for production staff), enhancement of contents and maintenance of the main website.  
 Organisation of an internal congress for Web contributors (2-day event with 150 attendees).
- Design and maintenance of a **form** enabling visitors to ask questions and route them to the appropriate contact among the 50 employees of Gemplus who were members of the network.  
 Validation and implementation of new **style sheets** prior to stock market listing.
- Compilation of **statistics** using **WebTrends**.
- Tools: trained in the use of FrontPage 2000, DreamWeaver 4, FireWorks 4, Photoshop, Cute FTP, Flash 4**  
**6 training courses with iB Formation: Web servers, IIS, PHP MySQL, Java Script, LINUX, Oracle SQL+**
- 1999-2000 Technical communication manager – Gemplus Software**
- Implementation of methods, HTML documentation using Word 2000, marketing documents, training materials, Intranet, documentary tests, documentation management, recruiting of technical writers.
- 1998 Technical communication manager – Alcatel**
- Supervision of a team of ten writers, two terminologists and a proofreader for Alcatel in Lannion, Brittany.
- 1991-1998 Technical communication consultant**
- Design, writing or translation of around a hundred manuals for fifty different customers including Spie Batignolles, Spie-Trindel, DEC, Macintosh, Alcatel, Sun, Yamaha, WordPerfect, SAT, Motorola, AFNOR, Lyonnaise des Eaux, Degrémont, Roche, OTT-France, SNECMA, OCDE, IBM, Sybase, etc.  
 Writing and translation project management, for customers including WordPerfect and Spie Batignolles.
- 1986 Sales assistant**
- Sale of spare parts and stock management for Foster France, manufacturer of industrial refrigeration equipment in Argenteuil (Paris area).
- 1985-1986 French teacher**
- Teaching French to business executives at Stillitron, London.
- 1985 Industrial market surveys**
- Phoning for Metra Consulting Group, and Sema in London, mainly in the field of computers, but also on paper, film lamination, etc.

**1978-1984 Ballet dancer**

Full time classical ballet dancer at Giessen, Mainz, and Kiel Opera houses in Germany.

First contracts in France in Toulouse, Tours, and Caën.

## Education & Training

**2016 TOEIC trainer 2 day Propell workshop (31 March, 1st April 2016)**

**2010-2011 Master 2 MEEF** (training and degree as a teacher and trainer for English) at Aix-en-Provence University.

**1988-1991 DESS** postgraduate diploma in technical translation (French, German, English) at ESIT (Ecole Supérieure d'Interprètes et de Traducteurs) in Paris.

**1986-1988 Further study:** University diploma in applied foreign languages at Nanterre University (by correspondence), Paris area.

**1984 Cambridge Proficiency**, London.

**1984 Grosses Deutsches Sprachdiplom** des Goethe Instituts, Hambourg.

**1978-1980 Hypokhâgne** (Lycée Voltaire), then History of Art (Paris VI), followed by Archeology (EHESS, Ecoles des Hautes Etudes en Sciences Sociales).

**1977 Baccalaureate, section D** (sciences).

## Other technical communication activities

**1994-2015 Teaching**

**Five day workshop** on technical communication with Clermont-Ferrand University (2015-2016)

**Three day workshop** on technical communication with Clermont-Ferrand University (2013-2015)

**One day workshop** on technical communication with Clermont-Ferrand University (2012-2013)

**One day workshop and conference** on technical communication with Clermont-Ferrand University (2011-2012).

**Videoconference** on technical communication with Clermont-Ferrand University (2010-2011).

**Teacher** of technical communication at Paris 8 University (2 years) and corrector of French students' exercises at the American University in Paris (2 years).

**Lectures** on technical communication at Rennes 2 University (3 years) and at the Paris Chamber of Commerce & Industry (CPSS Trudaine, 2 years).

**1997-2012 Organization of international conferences**

COMTEC'2013 (May 2013 in Paris).

COMTEC'02 (October 19th, 2002 in Paris) with Advancia (CCIP).

COMTEC'99 with Rennes 2 University: 60 participants.

COMTEC'98, with the Paris Chamber of Commerce & Industry: 120 attendees.

COMTEC'97, October 10 & 11, 1997 at the Abbaye de Royaumont: 84 attendees from 12 countries.

**1992-2012 Other work on technical communication**

**President of TCeurope** in 2013, for a 3 years term: <http://www.tceurope.org/>

**New commitment in the Board of** Conseil des Rédacteurs Techniques (CRT) in 2012, in order to:

- setup webinars,
- organise a conference in 2013,
- make extensive use of Internet technologies for communication,
- and eventually, to give a new momentum to the society.

**Opening speech and moderation** of a TC-Europe technical communication day in Paris.

**Public relations secretary** for INTECOM (international federation of technical communication organizations, 27,000 members).

**Founding Chairman** of CRT (1992): <http://www.conseil-des-redacteurs-techniques.fr/>

**Speaker** at numerous international conferences (16 papers).