

SKILLS AND ACHIEVEMENTS

- ◆ Certified Translator (French to English), Association of Translators and Interpreters of Ontario
- ◆ Certified Translator (Dutch to English), Association of Translators and Interpreters of Ontario
- ◆ Certified Translator (German to English), Association of Translators and Interpreters of Ontario
- ◆ Certified Translator (Italian to English), Association of Translators and Interpreters of Ontario
- ◆ Certified Translator (Spanish to English), Association of Translators and Interpreters of Ontario
- ◆ Certified Translator (English to Dutch), Association of Translators and Interpreters of Ontario

- ◆ Proficiency in Dutch, French and German; good understanding of written Italian, Spanish and Portuguese; reading knowledge of Danish, Norwegian and Swedish
- ◆ Computer literate, including skills in MS Word, WordPerfect, SDL Trados, MS Excel, Lotus Freelance, MS Outlook, PowerPoint, ReadIris

WORK HISTORY

1994- Present **Canadian Imperial Bank of Commerce, Toronto**
Position: *Translator*

Responsibilities

- ◆ Translation of financial and legal documents and correspondence from Danish, Dutch, French, German, Italian, Norwegian, Portuguese, Spanish and Swedish into English
- ◆ Translation from English into Dutch and German
- ◆ Maintaining glossary of in-house terminology
- ◆ Revision of translations into English

EDUCATION

1989-1993 **University of Toronto (Scarborough College)**
Four-Year Bachelor of Arts, Specialist in Linguistics