

SUMMARY OF SKILLS

- Experienced in translation, technical writing, interpretation and teaching
- Skilled in public relations and communication
- Computer literate (both Macintosh and PC platforms)
- Fluent in English, French and a working knowledge of Spanish

WORK EXPERIENCE

2001-Present

Technical Translator, ESAB Welding and Cutting Equipment

- Translation of 35 manuals from English into French for the Quebec market

2000-2001

Bilingual Captioning Editor, National Captioning Centre, Toronto

- Inputting and editing closed captioning in French and English for various television networks and film companies

1999-Present

Freelance Translator, Exactrans Translation Service, Toronto

- Providing translation for a variety of clients (English/French)

Clients include: *Canadian Red Cross*
Clearview Strategic Partners
Bata Retail Canada
Roots Canada
Nike Canada
Athletes World Ltd
Indigo Books

1999 – 2000

Translator / Technical Writer, Canadian Tire Corporation, Toronto

- Translated technical product information from English to French
- Wrote and revised technical product information in both English and French
- Researched information to be included in electronic database
- Populated a web site with text in both French and English
- Created and inserted HTML code into web site for overall layout

1996 – 2000

FSL Teacher, Enoch Education Centre, Richmond Hill

- Taught French to international students at the beginner, intermediate and advanced level
- Created lesson plans using a variety of media and pedagogical sources
- Developed curriculum according to the sociolinguistic needs and learning styles of individual students

1996-Present

Interpreter, All Languages Inc., Toronto

- Interpreting from English to French / French to English for legal, medical and business clients

RELATED EXPERIENCE

Spring 1998 Interviewer, Ontario-Québec Exchange Program, Toronto

EDUCATION

1996 – 1999 Honours Bachelor of Arts in Translation (French/English), York University / Glendon Campus

1996 – 1999 Certificate in Technical and Professional Writing, York University / Glendon Campus

(Associate member of the Association of Translators and Interpreters of Ontario)

INTERESTS

- keeping abreast of local and global issues
- learning about different languages and cultures
- listening to music, travelling, exercising, going to the movies, etc.

REFERENCES

Available upon request