**Chanelly Baloula**

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**Profile**

* Professional translator and interpreter (English to French)

**Education**

**Bachelor of Arts**, Applied Translation, London Metropolitan University, 2005-2008 (English, French and Spanish)

**Placement**, Internship, ToLocalise Translation and Interpreting Company London,

Sept 2008

**DEUG** :( two-year French diploma), Applied Languages, Université Denis Diderot, 2002-2004

(English and Spanish, North and South American civilization studies)

**Employment**

**Winners (Mississagua, ON) Nov 2012 –Feb 2013**

Translator

* Translated all documents and etiquettes needed from English to French
* Coordinated communication with the buyers

**Doctors Without Borders (Toronto, ON) Nov 2011 – Nov 2012**

Bilingual Administrative Officer

* Provided support to the entire staff for internal management of the office
* Managed national and international budget (E.g. Per Diem and general expenses for expats, Board members, Presidents of Operational Centers)
* Successfully planned and organized the Annual General Assembly led in Toronto with all the sections of MSF
* Responsible for hiring and managing volunteers

**ABLE Translations (Ottawa, ON) May 2011 – Sept 2011**

Simultaneous Interpreter

* Interpreted during medical visits (French speaking patients suffering from severe injuries after critical accident and could not resume their work activities)
* Delivered accurate and appropriate translations regarding the type of assessment (from a minimum of two hours to four hours)

**The International Court of Arbitration (ICC) (Paris, FR) Feb 2009 – Nov 2010**

Junior Legal Translator

* Ensured that the ICC rules were respected from the reception of the request for arbitration to the rendering of the Final Award (e.g. gathered all the documents sent by claimants in order to proceed with the case)
* Translated all documents needed to English non-speaking counselors (Internal mail and case related documents)
* Prepared case dossiers and updated facts about both parties (Claimant and Respondent)
* Coordinated communication with the relevant parties, arbitrators and National Committees (e.g. National Committee of France)

**Naudet DB&a Engineers in Industrial Expertise (Paris, FR) Oct 2008 – May 2009**

Translator

* Accurately translated office reports and minutes (e.g. AIG, TOTAL for expertise on major incidents)
* Edited daily reports

**Kingsway International Impact Centre (London, EN) August 2008**

Simultaneous Interpreter

* Interpreted continuously and efficiently with a team of four at a Christian conference for one week from nine am to nine pm
* Summarized major discussions for a daily Bulletin next day
* Edited the Bulletin to be distributed to the participants

**References**

Available Upon Request