

# Hélène Turgeon, C. Tr.

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Languages: French and English, written and spoken (native proficiency); basic knowledge of Spanish  
IT tools: Microsoft Office, Windows, Internet, Macintosh (MacOS), HTML, LogiTerm Pro, Alchemy Catalyst, Adobe Photoshop, Grand dictionnaire terminologique, Termium Plus and TransSearch

Honors and Awards : ↳ Honorable mention for maintaining a GPA of 4.2 out of 4.3, Specialized Bachelor's Degree in Translation, Université de Montréal  
↳ Édouard-Montpetit-Desjardins award for excellence in English, 1998

Professional Associations : Certified Translator – Member of the Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ)

## PROFILE

- More than 11 years' experience in translation, revision and copywriting, in both French and English
- Able to translate both from English to French and French to English
- Specialized in gaming, electronics, marketing, finance, economics, telecommunications, HVAC products, leisure and health
- Experienced in translation, revision and copywriting of various types of documents and numerous markets: Websites, procedures, memos, instruction manuals, advertisements, letters, technical specifications, magazine articles, etc.
- Excellent knowledge of Québec French markets and all associated legislation

## SKILLS

- High organizational skills and ability to manage cross-functional projects
- Able to deal efficiently with several projects with conflicting deadlines and complete them within defined timeframes
- Effective adaptation to clients' needs in terms of style, content specifications and corporate image
- Outstanding ability to maintain harmonious relationships with clients and stakeholders
- Advanced decisional skills with regards to client and business needs
- Excellent attention to detail, diligence and dedication to high-quality work
- Tact, diplomacy, leadership and discretion

## PROFESSIONAL EXPERIENCE

May 2014 - ...

**Founder and Freelance Professional, Art&Fact Communications**

Translation (English to French and vice-versa), revision and copywriting (French and English) in the following fields of expertise:

- Gaming
- Marketing
- Electronics
- Finance and Economics
- HVAC products
- Information Technology
- Leisure
- Telecommunications
- Health

Aug. 2009 - May 2014 **Information Agent – Translator-revisor, Loto-Québec**

Ensure all gaming equipment and systems under certification for the Québec jurisdiction are compliant to gaming and linguistic standards, namely by:

- Revising all game translations provided by freelance translators chosen by game manufacturers
- Revising translated game screenshots and providing corrections to make to manufacturers
- Revising red label versions of games to make sure they are consistent with approved

- translations before the games are submitted to Loto-Québec for certification
- Providing English to French translations to game manufacturers in a timely manner, as needed
- Revising all bilingual or French games submitted to Loto-Québec for certification to ensure they contain no language issues
- Managing all translation and revision projects within the team of 3 translators-revisors
- Writing French instructions sheets for English-only games certified and installed in casinos and gaming halls
- Managing and updating the Loto-Québec Compliance translation memory in LogiTerm
- Acting as the only expert resource for all questions pertaining to Québec French gaming terminology

Nov. 2005 - Aug. 2009 **Translator-writer**, Honeywell International Ltd., Saint-Jean-sur-Richelieu

- Translate, from English to French, all documents written by the company's marketing department (catalogs, brochures, advertisements, press releases, letters, product packaging, Website copy, etc.)
- Translate, from French to English, documents written by the R&D and Operations departments
- Revise unilingual or bilingual marketing documents
- Revise the English, French and Spanish versions of instruction manuals
- Write, in French or English, public or internal documentation for the company (letters, procedures, catalog copy, etc.)
- Create an English-French lexicon of HVAC terminology
- Manage the company's francization process with the OQLF

Aug. 2003 - Dec. 2004 **Translator**, Institut des dérivés, Bourse de Montréal

- Translate two online financial courses: *Introduction to Financial Markets and Trading to Win : A Practical Approach to Trading Options, Futures and Forwards*
- Translate promotional documents from English to French or vice-versa
- Revise the English version of the *Accounting for Derivatives* online course
- Perform the bilingual revision of the *Equity and Index Derivatives* online course
- Create and update a financial terminology lexicon
- Revise French internal documentation

2002-2003

**Freelance Translator**

- Translate, from English to French or vice-versa, documents about IT, leisure, telecommunications, transportation and health

## EDUCATION

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2000-2002

**Bachelor's Degree in Translation (technical and scientific)**  
Université de Montréal

1998-2000

**Undergraduate classes in High school teaching (French and geography)**  
Université du Québec à Trois-Rivières

1998

**D.E.C. in Natural sciences**  
Collège Édouard-Montpetit

1996

**D.E.S., D.E.S.I. and C.P.C.S.O.B.I. (International high school program)**  
École d'éducation internationale

## ACTIVITIES & INTERESTS

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Poetry; triathlon; running; foreign languages; language history; trekking

## REFERENCES WILL BE PROVIDED UPON REQUEST.