**Aimée Nicole Seay**

5603 West Friendly Ave, Suite B #107, Greensboro, NC 27410 USA

+1-305-600-9392 [nicole@translationmagic.com](mailto:nicole@translationmagic.com) [www.translationmagic.com](http://www.translationmagic.com)

**Over 10 Years of Legal, Medical (General), Immigration and Insurance Translations**



**WORKING LANGUAGES**

**English -** native level (country of birth)

**French –** near native level (partly raised in France, ages 1-10)

**PROFESSIONAL EXPERIENCE**

**Freelance French/English Translator**

*Various Companies and Individuals* Nov. 2013 – Present

* Translate documents from French to English, especially in the legal field and more specifically, documents related to probate. My translation experience has spread to pharmaceutical processes, Immigration documents as well as general medical and Insurance translations.

**Assistant to Operations Director/French Translator** Oct2006 - Jun 2011

*Market America – Greensboro, North Carolina, USA*

* Supported the Operations Director of Creative Department
* Worked with the legal department to translate some of our product labels into French, to ensure compliance with the law

**Executive Assistant/French Translator** May2002 - Sept 2006

*BGF Industries, Inc., – Greensboro, North Carolina, USA*

* Liaised and translated for the home office in France
* Coordinated logistics, prepared documentation, and orchestrated events and meetings with the home office

**EDUCATION**

**Translation Certification, CTP** Nov 2015

**Cambridge CELTA** Jun 2011 - Jul 2011

(Certificate of English Language Teaching to Adults)

*Sol Schools International, Miami Beach, Florida, USA*

120 hours with teaching practicum

**Bachelor of Art in French / Minor in International Studies** Aug 1975 - May 1979

*University of North Carolina at Greensboro*

French Honor Society

**OTHER WORK EXPERIENCE**

**Bilingual Customer Service Representative (PT)**

*Amazon.com* Mar 2018 - Jun 2019

Respond to customers regarding orders, deliveries, subscriptions and ordering assistance

**Bilingual (French/English) Real Estate Assistant** Dec 2013 - Jul 2015

*France Miville Realty, Inc., Pompano Beach, FL*

* Communicated with French Canadians to facilitate the process of buying/selling a house
* Researched properties on the MLS, set up appointments and met clients and agents for showings, photographed listings, did walk-throughs, added listings into MLS programs and other real estate related tasks
* Prepared addenda, organized emails, worked in Microsoft Office products

**French Speaking Assistant to Canadian Notaire in a Title Company** Apr 2013 – Jan 2014

*Sawgrass Title and Escrow 2, Fort Lauderdale, Florida, USA*

* Answered questions in French regarding deeds of various kinds
* Helped the French speakers through the process of buying a house through the title company, following the progress of their file from beginning to end and keeping them informed
* Preparing Powers of Attorney for buyer and/or sellers unable to be here for the closing

**ESL Instructor** Aug 2011 - Feb 2013

*Sol Schools, Miami Beach, Florida, USA*

* Taught four 50-minute lessons a day as well as private tutorials to elementary and intermediate adults from Europe, Latin America and Russia (classes of 1 and 2 for the private tutorials and up to 15 in the classroom)
* Personalized lessons focused on grammar, listening, reading, writing and speaking

**ESL Instructor** Aug 2011 - Dec 2011

*Kaplan International, Coral Gables, Florida, USA*

* Taught two 90-minute lessons daily as well as Business English to adults from all over the world (classes of 15)

**FURTHER DETAILS**

* CAT tool expertise: SmartCat

**PROFESSIONAL REFERENCES**

1. **Christine Marchand-Manze** - Membre de la Chambre des notaires du Québec

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1. **Erica L. DeSanti** -Attorney at Law

Straley/Otto Law

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Fort Lauderdale, FL 33312

+1 954-962-7367

[ELD@StraleyOttoPA.com](mailto:ELD@StraleyOttoPA.com)

1. **Xin Xin** - President  
   Global Connect Forum, LLC  
   276 West Main Street, 11B  
   Northborough, MA 01532  
   Tel: (508) 466-8274

info@globalconnectforum.com

1. **Alain Alameddine** - ATN-APTS Accredited Translator and head of a translation team

ATA & IAPTI Member

Translator Without Borders

Lebanon

+961 76112920

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**LINKS**:

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**Website**: [www.translationmagic.com](http://www.translationmagic.com)