



## Personal information

Surname / First name

**ARSENAULT, Bernard**

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Nationality

Canadian

## Occupational field

**Certified Translator (En – Fr, OTTIAQ)**

## Work experience

Date

**August 2003 to date**

Occupation or position held

Freelance Translator and Proofreader; President, BERLUKAS Communications Inc.

Main activities and responsibilities

Translation and proofreading of over 3,6 million source words source, mainly from:

- English to French (41 %),
- French to English (28 %)
- Spanish to English (21 %) and
- Other pairs (10 %).

Main domains:

- Electrotechnology (52 %),
- Commercial contracts (14 %) and
- Other fields related with Workplace health & safety, Information Technology, Human Resources, Corporate Communications and the Environment (34 %).

When required by the workload, select and hire other freelancers and collaborators, answer their questions, correct their work and coordinate the terminology and assembly of the final documents according to the specifications and deadlines required by the clients

Name and address of employer

BERLUKAS Communications Inc. (Same address as above).

Type of business or sector

Technical translation.

Date

**March 1992 to August 2003**

Occupation or position held

Project Sales Manager, Developing Markets

Main activities and responsibilities

Preparation and follow-up of technical / commercial tenders for large hydroelectric turbines and generators on the worldwide hydro markets. Negotiation and signature of contracts in China, Japan, Latin America, Africa and Europe. Occasionally, translation and correction of documents related with international invitations to tender.

Name and address of employer

General Electric Canada, 795 George V Av., Lachine, Qc, Canada H8S 4K8

Type of business or sector

Design and manufacturing of large hydroelectric turbines and generators.

Date	<b>June 1989 to March 1992</b>
Occupation or position held	Regional Manager, Quebec and Maritimes, Apparatus Technical Service
Main activities and responsibilities	General management of three industrial service shops, two field offices for technical services and a hydro generator coil manufacturing plant, serving public utilities, pulp & paper companies, mines, refineries, etc.
Name and address of employer	General Electric Canada, 7420 St-Jacques West, Montreal, Québec, Canada H4B 1W3
Type of business or sector	Electro-technical services for the heavy industrial sector
Date	<b>December 1985 to June 1989</b>
Occupation or position held	Manager, St-Augustin Bus Duct Manufacturing Plant
Main activities and responsibilities	General management of a GE factory having worldwide mandate for design and manufacture of isolated-phase aluminium bus ducts for large power plants. Responsible for all functions including employee relations, engineering, manufacturing, accounting, marketing and sales to global markets.
Name and address of employer	General Electric Canada, 75 d'Anvers St., St-Augustin de Desmaures, Qc, Canada G3A 1S5
Type of business or sector	Design and manufacturing of specialized power switchgear
Date	<b>February 1976 to December 1985</b>
Occupation or position held	Manager, Sept-Iles Service Shop
Main activities and responsibilities	General management of an industrial service shop, including marketing and sales, serving northern Québec.
Name and address of employer	General Electric Canada, 425 Québec St., Sept-Iles, Québec, Canada G4R 1J8
Type of business or sector	Repair and rebuilding of large electrical motors, generators and heavy industrial equipment.

## Education and training

Dates	<b>September 1970 to June 1973</b>
Title of qualification awarded	Bachelor of Geography
Principal subjects covered	Cartography, geomorphology, geology, botany, population studies, transportation systems, geomorphology of the Quaternary, statistics
Name and type of organization providing education and training	Université de Montréal, Québec, Canada
Level in national or international classification	University graduate
Dates	<b>September 1967 to June 1969</b>
Title of qualification awarded	Bachelor of Pharmacy (not completed)
Principal subjects covered	Pharmacology, biology, biochemistry, animal physiology, botany
Name and type of organization providing education and training	Université Laval, Ste-Foy, Québec, Canada
Level in national or international classification	Undergraduate
Dates	<b>September 1959 to June 1967</b>
Title of qualification awarded	Bachelor of Arts
Principal subjects covered	French, English, Greek, Latin, French literature, geography, chemistry, physics, philosophy
Name and type of organization providing education and training	Collège des Jésuites, Sillery, Québec, Canada
Level in national or international classification	Classical education (8 years), undergraduate

## Personal skills and competences

Mother tongue

**French**

Other languages

Self-assessment

European level (\*)

### Understanding

### Speaking

### Writing

Listening

Reading

Spoken  
interaction

Spoken  
production

**English**

C2	Proficient user	C2	Proficient user	C2	Proficient user		Proficient user	C2	Proficient user
B2	Independent user	C2	Proficient user	B2	Independent user	B2	Independent user	C1	Proficient user
A1	Basic user	A1	Basic user	A1	Basic user	A1	Basic user	A1	Basic user

**Spanish**

**German**

(\*) Common European Framework of Reference (CEF) level

Organizational skills and competences

Ability to lead teams and carry out projects requiring broad knowledge in many fields - adapts quickly to complex situations. Communicates clearly. Sense for organization and planning.

Technical skills and competences

Extensive experience in industry acquired at GE in various fields (electricity and electronics, energy, mining, pulp & paper, transportation, international tenders and contracts). Recognized ability to understand quickly the true meaning of difficult or poorly written technical texts.

Computer skills and competences

First PC training in 1983 - never stopped learning ever since. Pro-level user of all Windows software and specialized translation software (Trados, TagEditor, WinAlign, Systran, etc). Entry-level programming (relational databases, macros in Word and Excel, html websites, etc). AutoCAD drawings and digital imaging.

Other skills and competences

Always concerned with quality of work. Broad general culture acquired during extensive studies, management courses while at GE and numerous travels. Visit <http://proz.com/mykudoz/74282> for an evaluation of my expertise areas.

## Additional information

Visit <http://www.proz.com/blueboard/5830> to find out what other freelancers wrote about me.

Visit [www.berlukas.com](http://www.berlukas.com) for any information on my work methods, fields of specialization and commercial terms.