

DO Translation, LLC
Daniel D. Ollivier, President

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Professional Translation, Editing and Proofreading Services in French

Solution-oriented:

- Respond quickly to clients' needs and complete projects with professional results.
- Prioritize projects with respect to deadlines and budgets.
- Access reference materials, compliance regulations and standards for target industry.
- Anticipate outcomes and recommend solutions.

Expertise and Resources:

- French native, fluent in French and English; U. S. resident since 1999.
- Proficient in SDL Trados 2007 and Studio 2014, Across, XTM and Microsoft Office Professional.
- Maintain an extensive reference library of resource materials, glossaries and industry-specific standards.
- Consult industry and specialty publications to verify data and ensure accurate results.
- Law degree and 10 years of experience in medical, tax, insurance, maritime and relocation law.

Communication Skills:

- Speak and write fluently in French and English, with extensive legal experience.
- Listen to clients' needs to achieve effective solutions.
- Simplify complex ideas and communicate them effectively.
- Interact with various levels of management to facilitate smooth communications.

Employment Experience

- President, DO Translation, LLC, Minneapolis, MN. Translator specializing in English-to-French translation of technical, medical and legal documents, as well as website localization and on-site software quality assurance testing for consumer and business-to-business use. Since May, 2004.
- Paralegal, Mansfield, Tanick and Cohen, P.A., Minneapolis, MN. Analyzed legal material, conducted research, drafted memoranda, interviewed clients, took depositions, collected evidence, organized files and submitted documents to the court. June, 2004, to June 2006.
- Translator, P. H. Brink International, Golden Valley, MN. Translated technical, medical, legal and marketing materials for business-to-business and consumer use. June, 2000, to May, 2004.
- Bilingual Customer Service Representative, National Car Rental, Minneapolis, MN. Resolved disputes and claims for clients and franchise owners in Canada and the United States. April, 1999, to March, 2000.
- Lawyer, GIE JURIMUT, Paris, France. Provided legal advice to management team and policyholders, negotiated settlements and prepared cases to bring suit against adversarial parties. March, 1992, to November, 1998.
- Claims Analyst, GIE NAVIMUT, Paris, France. Determined benefits payments, provided legal support for policyholders and prepared cases for presentation in court. October, 1990, to March, 1992.

Professional Affiliations and Education

Member, American Translators Association, since 2006.

Member, Alliance Française of Minneapolis/St. Paul, since 2002.

Master's Degree in Law, Université François Rabelais, Tours, France, 1989.

Bachelor's Degree in Law, Université François Rabelais, Tours, France, 1988.

Accounting Degree, Lycée Emile Zola, Châteaudun, France, 1985.

Certificate of Completion, Premier Computer Education, Inc., Minneapolis, Minnesota, 2000.

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