# Danielle Bertrand

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## Q U A L I F I C A T I O N S   &   O B J E C T I V E S

My career combines experience in translation, tourism, management. For many years, I have been working as a freelance translator. I am reliable, fast, and efficient.

## P R O F E S S I O N A L   E X P E R I E N C E

**Owner and manager, Maple Leaf Tourisme Services**                    **2017-2019**
Recruting, training and managing staff for my company. Responsible for internal and external operations, sales, communications, advertising, public relations and promotions.

**Freelance translator**                    **2003-2017**
Freelance translation and proofreading assignments with different agencies.
Major clients*:* Citybank, Amgen, Optos, Pfizer, ECR international, MSA and others

**Convention coordinator, Convention Centre Quebec City -**                    **1999-2002**
On-site coordination of events

**Event sales manager and coordinator, Campus Notre-Dame-de-Foy**          **1997- 1999**
Convention sales and management.

**Owner and manager, Actour**                    **1993- 2000**
Recruting, training and managing staff for my company. Responsible for internal and external communications, advertising, public relations and promotions.

**Communication agent, Canadian museum of civilization**                    **1988-1990**
Responsible for the group reservations before et after the opening of the museum

**Tour guide and tour Escort, freelance**                    **1984 - 1988, 1990 -1995**
Guiding and escorting groups from France, around Canada and the U.S.A.

## E D U C A T I O N

Degree Business Administration, Laval University, Quebec, 1993
Diploma in convention management, Sir Sandford Fleming College, Peterborough, 1988
Diploma in tourism, Granby College, Granby, 1987

## L A N G U A G E S   &   S O F T W A R E

Translation from English to French Canadian
Hardware: PC. Software:  Microsoft Office 2010 (Word, Power point), SDL Studio 2017

## R E F E R E N C E S

Francine Boissonnault, fbtc@globetrotter.qc.ca,          418 268-5588

## R A T E S ( *in U.S. dollars*)

General: $0,13 per source word, Proofreading and editing: $0,03 per source. Hourly rate: $40