

Samantha Demers

2372 Hampton, Montréal, Quebec, H4A 2K6

514-608-8088/samantha.demers@gmail.com

CAREER PROFILE

Ms. Demers is a French-to-English Translator and English Editor for CGI since June 2012. She holds a BA Specialization in *Traduction* from Concordia University as well as a Certificate in Translation from McGill University. Her career experience includes translation, editing, copy-editing, proofreading, transcription, and subtitling. She is dedicated to and passionate about her work; she is detail-oriented, and strives to deliver an end product that is concise and that reflects the original message. She has a positive attitude, demonstrates leadership, and is a reliable and honest employee with a strong sense of integrity. She is independent, self-driven, self-disciplined, capable of working under tight deadlines, and is comfortable working both autonomously and in a team environment.

COMPUTER SKILLS AND PROFESSIONAL TRAINING

Word, PowerPoint, Excel, Antidote, SDL Trados, TSpot, EddiePlus

2009—Comparative Punctuation (OTTIAQ)

2014—Word Annoyances: A Potpourri of Prescriptions for Perplexing Problems (EAC)

2014—Copy Editing I (EAC)

EDUCATION

2012 BA, Specialization in *Traduction*

Concordia University, Montréal (Quebec)

2007 Certificate in Translation

McGill University, Montréal (Quebec)

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PROFESSIONAL EXPERIENCE

CGI CLTD

French to English Translator and English Editor

Since June 2012

The CLTD provides services in translation, editing, document formatting, and printing. Since April 2012, the CLTD has mainly provided service to the Greater Montréal business unit. Ms. Demers performs the following tasks:

- Translating a variety of documents from French to English following established rules pertaining to sentence structure and mechanics, and grammar and punctuation rules, while respecting the meaning of the source text;
- Suggesting content for and writing style guides;
- Suggesting content for and developing glossaries;
- Providing English language expertise to colleagues and clients;
- Developing the English team into an efficient, professional, and reliable team;
- Translating/Reviewing proposals;
- Editing documents in English, verifying and correcting spelling, grammar, punctuation, and sentence structure and mechanics;
- Performing terminology research;
- Communicating with clients, when needed, to ensure target text reflects source text;
- Delivering an end product that is concise and error free;
- Respecting deadlines.

DALY-DALLAIRE

English Translator/Editor

Since June 2014

Daly-Dallaire provides quality translation and editing of a variety of documents, including corporate communications, brochures, briefs, websites, and contracts. Ms. Demers is a freelance translator/editor for Daly-Dallaire. Her tasks include the following:

- Translating a variety of documents from French to English following established rules pertaining to sentence structure and mechanics, and grammar and punctuation rules, while respecting the meaning of the source text;
- Performing terminology research;
- Respecting deadlines.
- Submitting invoices.

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DELUXE DIGITAL STUDIOS***English Editor******April 2011–June 2012***

Deluxe Digital Studios (DDS) is a leading supplier of DVD, Blu-ray, BD Live, and digital distribution post production services. DDS is a global company with presence in five countries whose clients include major Hollywood studios as well as a growing number of on-line retailers.

Ms. Demers worked for Deluxe Digital in their subtitling division in Montréal as an English Editor preparing and polishing Deluxe's two subtitling streams; the Master English File (MEF), an English or into English template that is prepared for translation, and the Secondary English File (SEF), an English file destined for hard of hearing viewers. Her tasks included the following:

- Preparing Master English Files (MEF) for translation;
- Preparing Secondary English Files (SEF) by inserting hard of hearing elements, such as nametags and sound cues;
- Translating French foreign audio projects;
- Editing Foreign Dialogue (FD) into English projects (French, German, Italian, Spanish);
- Spotting, timing, and transcribing audio;
- Copyediting DVD subtitles according to in-house style and client specifications;
- Flagging and correcting formatting, consistency and spelling errors, as required;
- Researching and verifying terms for proper, consistent usage;
- Performing a final audio fidelity quality check of the accuracy of subtitles;
- Respecting deadlines.

WORLD LANGUAGE COMMUNICATIONS***French to English Translator******Since 2009***

World Language Communications (WLC) is a translation company based in Los Angeles. Ms. Demers was contracted by them as a freelance translator in May 2009. Through WLC, she has translated a variety of graphic novels for the French publishing house *Les Humanoïdes Associés* and is credited as translator in the published books. She continues to do work for them on a regular freelance basis.

- Translating a variety of documents from French to English following established rules pertaining to sentence structure and mechanics, and grammar and punctuation rules, while respecting the meaning of the source text;
- Self-editing;
- Performing terminology research;
- Delivering an end product that is concise and error free;
- Respecting deadlines.

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ALL FINANCIAL SERVICES INC.***Administrative Assistant******September 2008–May 2011***

ALL Financial Services Inc. helps their clients reach and maintain financial independence while protecting their families or businesses against the untimely risks of Disabilities, Critical Illnesses, and Death. As an Administrative Coordinator, Ms. Demers participated in the daily tasks associated with a financial provider, including the following:

- Preparing client files;
- Handling customer service;
- Handling day-to-day office management;
- Translating and editing various in-house emails and documents.

BABALOO RESTAURANT AND BAR***Assistant Manager******January 2002–January 2009***

As Assistant Manager for Babaloo Restaurant and Bar, Ms. Demers participated in the daily managerial duties associated with a service industry establishment; opening and closing duties; hiring, training, and managing employees; handling customer complaints; and ensuring a high level of service.

NOVATEK INTERNATIONAL**Software solutions provider for the pharmaceutical industry*****Manager of Technical Sales******January 2004–August 2005***

As Manager of Technical Sales at Novatek International, Ms. Demers participated in the daily sales process of a software solutions provider. Her tasks included:

- Qualifying and calling potential clients;
- Promoting and presenting software solutions to potential clients;
- Providing technical support;
- Training end users (in groups of 12 or less);
- Writing user guides and training documents.