
KEY SPECIALIZATIONS French > English (CAN/US/UK)

Working freelance translator with over fourteen (14) years of cumulative and combined experience in writing, translation, editing, proofreading, marketing/promotions and communications. TRADOS experienced.

Marketing/Online Content

Promotional research, copywriting and translation for magazines, websites, films, and financial investment broker.

Clients: Portico Research, Islasalud.ca, Concordia University, Pomegranate Film Festival (Toronto), Rotating Planet Prods.

Legal, Technical and Administrative

Various contractual and litigation documents, RFP/RFOs, especially for the Automotive, Transit and Transportation Industries.

Clients: Daimler N.A., Greenpeace, UNIFEM, Peugeot/Citroen (FR), Bombardier, (U.K. railway RFPs for various organizations)

Cinema/Tourism/Entertainment

Script and screenplay translations, subtitling, copywriting, promotion, communications; marketed and managed communications of local film festival in two languages consecutively; subtitled and provided language services for major release Canadian film and translated between FR, ARM, EN for public and actors.

Clients: Alliance Atlantis, Ego Film Arts, Charles Aznavour (FR), Mongrel Media, Les Affranchis (Mtl.), Arnait Video (Mtl.)

Financial/Investment/Commerce

Several years professional full-time experience and Certified Investment Representative while assisting a broker with branding, copywriting, translation, proofreading and editing of investment documents and 43-page comprehensive website.

Clients: Canaccord Capital, Omers Pension Fund, VI Communications (Staples/Bureau en gros), artofinvesting.com

Automotive/Transportation (& Auto Engineering)

Currently working with several large automotive and city transit contract, bid/offer and automotive engineering documents.

LANGUAGES AND EDUCATION

Languages: **English** – native speaker, high standard, primary target language, versed in US, UK and native Canadian English
French – read, write, spoken, translation and interpretation, Canadian and Continental French
Spanish – read, write, spoken, translation (source language only)
Armenian – read, write, spoken, translation (source language only)
Basic knowledge of Italian, Portuguese, German, Mandarin

Education: **Bachelor of Arts, French Studies - Translation** – 1994-1997, Concordia University (Montreal, Canada)

Certifications & Affiliations: **Qualified Member** – Editor's Association of Canada
Candidate Member – ATIO (official provincial translators' and interpreters' guild)
CSC Registered Representative – Canadian Securities Institute, January 2008

Recently courses and certificates: **Journalism Fundamentals certificate, Business Communication.**

Technical Resources: Net savvy, **TRADOS**, all desktop word processing and document treatment software including Microsoft (Office Suite, Front Page, InDesign, Adobe, Final Cut Pro, for both Mac/PC platforms).

PROFESSIONAL EXPERIENCE

Freelance Translator, Editor, Writer Toronto/Montreal - January 1999 to Present

- Translation, revision and editing a variety of documents over 14 years of freelance work; sensitive information such as client investment accounts, legal documentation, policies and compliance issues, and personal medical assessments
- Recently wrote all copy for new website for 5-part documentary on Inuit all-female hockey team: <http://www.theuluit.com>
- Wrote numerous successful grants, pitches and proposals for Rotating Planet Productions
- Developed an extensive lexicon currently in use at Staples/Bureau en gros in Canada

Current contract with multinational automotive firm for large volume RFP/RFO translations, between French and English, as well as several contracts with freelance clients and at ProZ: <http://www.proz.com/profile/1411763>

Concordia University Montreal - February 2010 to August 2010

Officer, Donor Relations and Stewardship (contract position)

- Prepared and wrote fiscal reports for high-impact donors; wrote and edited all correspondences and sensitive letters to donors
- Initiated, wrote and implemented novel versions of various brochures and ads to create a more relevant and current copy style, garnering an increase in student and alumni interest in programs.
- Wrote book and music reviews for Concordia Magazine; translation of a feature article about [architecture](#) (starts at page 21): http://issuu.com/span/docs/conu_mag_summer2010/3

Portico Research Montreal/New York - September 2008 to March 2009

Communications Coordinator (contract position)

- Developed and coordinated web and marketing copy for newly launched ethnographical research module: <http://www.porticoresearch.com/prophet.php>

- Diagnosed key marketing tools and interview results with respondents and subjects

Pomegranate Film Festival Toronto - January to September 2008

Director of Communications (volunteer position)

- Organized and implemented key elements of internal operations and communications for all aspects of a community-based, volunteer festival committee, especially marketing strategies

Canaccord Capital Corporation Toronto - July 2007 to June 2008

Marketing and Investment Advisor Assistant/Administrative Assistant

- Branded and prepared all marketing material for brokerage service; created, wrote, and maintained a 43-page website with technical financial and investment advice information: artofinvesting.com (currently offline)

Assistant Director, Project Coordinator/Manager, Liaison - 2000 to 2006

- Scheduled, budgeted, managed productions, small and large; interfaced with, and managed, all levels of production staff
- Generated script breakdowns, delegated tasks, liaised with actors and agents

Mongrel Media Toronto - October 2002 to October 2003

Grassroots Promotions Coordinator (contract position)

- Communicated in person, writing, email and via presentations with many local interest groups, companies, theatre reps, promoters; developed, built and enlarged networks with fringe groups and solicited involvement and attendance for film releases; increased patronage significantly

OMERS Toronto - May 1999 to January 2000

Information Agent (contract position)

- Provided information for provincial employees about pension plan policies, calculations, and planning in writing and bilingual presentation seminars at several Ontario locations (including small and remote communities) to firefighters, educational staff, provincial staff and police officers

Work samples can be viewed through the links in this document