

Roxanne Berthold

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Studies

1999-2002	Concordia University, Montreal, Quebec Bachelor of Arts, with Distinction Specialization in translation
1997-1998	École Secondaire Sainte-Famille, Mississauga, Ontario OAC Diploma (Ontario Academic Courses)
1994-1997	École Secondaire Saint-Luc, Montreal, Quebec High School Diploma

Professional Affiliation

Since December	Certified translator, member of Quebec's OTTIAQ (Ordre des
2009	traducteurs, terminologues et interprètes agréés du Québec)

Technical Skills

- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Trados Suite 2007 (Trados, TagEditor, SDLX) & 2011
- Adobe Acrobat
 memoQ

Experience

July 2008 – present Roxanne Berthold, Enr. (rb traduction) Freelancer – Translation, Copywriting & Editing

> Translation and copywriting in the following fields: marketing, retail, human resources (memos & communications to employees and the general public), creative, literature, and user guides (equipment, hardware, appliances).

Main clients:

- 90 Degrés
- Annexe Communications
- CCA (Canadian Centre for Architecture)
- CLS-Lexitech
- Com1Script
- Dunnhumby

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•	Editions AdA
•	LUIIIOI IS AUA

- Leucan
- Lionbridge Canada
- Parenty Reitmeier

November 2006 – June 2008 **Groupe Popcorn, Montreal, Quebec** *Translator & Coordinator, Marketing*

Responsible for the translation of marketing and communication documents for Cineplex Entertainment (the number one movie theatre exhibitor in Canada), which included:

- Both indoor and outdoor banners
- External and internal advertisements
- Subtitles for digital pre-shows (broadcasted in theatres before feature presentations
- Promotional articles (contest art, rules & regulations, promotional items such as cup, popcorn tubs, etc.)

Responsible for the coordination of French media requests to Cineplex, which included: interview requests, filming sessions in theatres, etc.

Took part in brainstorming sessions for the translation and adaptation of American film titles for the French Canadian Market.

September 2002 -HMV Canada, Regional Office, Montreal, QuebecNovember 2006Translator

Responsible for the translation of HMV documentation from every department of the Toronto head office, which included:

- Memos
- Promotional flyers
- Advertisements and banners in stores
- External advertisements (newspapers, magazines, radio and television)
- Annual 64-page Christmas Gift Guide
- Financial reports
- IT guides

Responsible of editing & proofreading final copies as well as translations provided by external suppliers.

May 2001 -December 2001

LSP, Mississauga, Ontario

nber 2001 Proofreader

• Proofreading of financial and banking documents