

CURRICULUM VITAE

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EDUCATION: Master's Degree in Translation
Montreal University, schooling completed in 1991

B.A. Degree in Linguistics
Montreal University, degree obtained in 1989

MAIN JOBS:

Since May 2003 Translator and partner
Traductions En effet inc.
Main customers: KPMG, SBDT, Sobeys, Pearson-ERPI, SNC-Lavalin,
GAT International, Idem

February 1997 to May 2003 Senior Translation Coordinator, Financial Management software
PeopleSoft Canada
Project management (software and documentation): planning, translation,
revision, freelancer management and evaluation, terminology, quality
control, procedure drafting, team training in Japan

December 1996 to
February 1997 Translator
Guilbeault Communications
Translation of technical documents in English (DMR)

Janvier to December 1996 Translator
Lexi-tech
Translation of telecommunication documents (Nortel)

April 1991 to december 1995 Translator and partner
Les Traductions l'encrier inc.
Translation and revision of school books, medical and software
documentation; management and accounting of the company

TECHNICAL KNOWLEDGE: SDL Studio 2011 and MultiTerm

SPECIALITY FIELDS: accounting, finance, medical, nursing, software, computers

NAME: Caroline Mongeau, C. Tr.
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EDUCATION: Master's Degree in Translation
Université de Montréal, degree completed in 1994

Certificate in Education, French Language Teaching
Université de Montréal, degree completed in 1990

Master's Degree in Linguistics
Université de Lausanne, schooling completed in 1987

B.A. Degree in Linguistics
Université de Montréal, degree completed in 1985

PROFESSIONAL EXPERIENCE:

Since May 2003 Translator and partner
Traductions En effet inc.
Main customers: PriceWaterhouseCoopers, Samson Bélair/Deloitte & Touche, KPMG, Traductions Serge Bélair, Scriptis, Concept HD

December 1999 to May 2003 Manager and translator-editor, Linguistic Services
Deloitte & Touche LLP
Review of translated financial documents from public companies: annual reports, interim financial statements, annual information forms, prospectuses, recently issued accounting policies; configuration and customization of terminology database; supervision of translators

September 1997 to December 1999 Translation Coordinator, Financial Management software suites
PeopleSoft Canada
Project management (software and documentation): planning, translation, review and editing, freelancer management and evaluation, terminology, quality control, procedure drafting

September 1996 to Septembre 1997 Manager, Documentation Department
Cogni-CASE inc.
English-French and French-English translation and review of documentation; development of department and supervision of personnel

FIELDS OF EXPERTISE: Accounting, Securities, Finance, Mining and Exploration, Geology and Geophysics
