

# Nancie Leduc

109, rue Olivier Ouest, Châteauguay (Quebec) J6J 1N4  
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nancieleduc@sympatico.ca

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## PROFILE

More than fifteen years of experience in translation, English-French and French-English, including ten without translation assistance softwares. Translated more than five million words in the past four years in both language pairs. Created glossaries for the following fields: engineering, speed governors, health-safety, model tests, field services, erection / assembly procedures, maintenance and repairs, plumbing, electricity, welding, quality (ISO 9001: 2000), tools and legal. Specialist in research offering work of high quality as well on the presentation as the contents. Shows great autonomy, speed of execution, efficiency and rigor. University certificate in translation obtained in June 2012.

### Main competences:

- |  |   |
|--|---|
| ✓ Translation of technical documents           | ✓ Linguistic regulations and standards  |
| ✓ Creation of glossaries                       | ✓ Health-Safety terminology             |
| ✓ Information research                         | ✓ Idiomatic quality and standards       |
| ✓ Drafting of texts                            | ✓ Design of documents and forms         |
| ✓ Revision and quality control of translations | ✓ Business relation customers/suppliers |

## PROFESSIONAL ACHIEVEMENTS

### Translation of documents

*Technovate Translations, Voith Hydro Inc., Centco Inc., Modes Shirmax Ltée*

- Translated and reviewed the internal-external documents for the Proposals - Quality - Health-Safety - Erection, Commissioning - Engineering and Operations departments, for the sites, other international offices (United States, Brazil and Italy) as well as for the headquarter in Germany, with Systran software: French-English, English-French.
- Created and translated all documents - forms intended for the customers/suppliers (posters, manuals, contracts, proposals, requests for proposal, etc); French-English and English-French, without software.

### Information research

*Voith Hydro Inc., Centco Inc., Modes Shirmax Ltée, Hôpital des Vétérans*

- Research of idiomatic terms near the various authorities, associations, regulations offices and on Internet for several technical fields (Engineering, plumbing, heating, electricity, Quality, Health-Safety, Erection, legal, requests for proposal.

### Creation of glossaries

*Technovate Translations, Voith Hydro Inc.*

- Created several glossaries for the Systran software and the international Voith data base (engineering, speed governors, health-safety, model tests, field services, erection, assembly, maintenance & operations procedures, plumbing, electricity, welding, quality (ISO 9001: 2000), tools and legal).

### Customer-supplier, Business relation

*Voith Hydro Inc., Centco Inc., Modes Shirmax Ltée*

- Defined and negotiated the contracts with more than 500 customers/suppliers.
- Ensured the communication inter-branch.

**HISTORY OF EMPLOYMENT****Freelance translator****September 2011 - now**

- Translation, review and quality control of various French-English, English-French documents.

**Voith Hydro Inc.****2006-2011***One of the most important hydro-electric pro-environment turbine manufacturer.***Translation Responsible and Assistant to the Vice-president Operations - Proposals – Quality**

- 90% of time dedicated to translation work (Systran software: French-English, English-French) of requests for proposals, internal and external documents for the various departments, other offices as well as for the Head Office in Germany.
- Prepared the proposals
- Created the employees resumes used for presentation to the customers.
- Ergonomics responsible.

**Centco Inc.****1997-2006***Plumbing-heating company serving the west of Montreal***Executive Assistant - residential Installations**

- Translated French-English and English-French documents, without software, for the customers (manuals, contracts, proposals).
- Managed the files, controls and technicians of the residential sales.
- Compiled the deposits / petty cash.

**Modes Shirmax Ltée 1995-1996***Head office of Addition-Elle, Shirley K and Thyme Maternity boutiques***Administrative Assistant - Marketing and Construction**

- Created and produced documents - forms (English and French), without translation assistance software (promotions, sales, requests for proposal).
- Responsible for the inter-branch communication.
- Negotiated the rates - payment terms with the media networks and suppliers.
- Managed and treated the requests and requisitions of the boutiques.

**Lévesque, Beaubien, Geoffrion Inc.****1993-1995***Broking firm - Division of Banque Nationale***Administrative Assistant - Investment and Vault**

- Managed and compiled the purchases on computer system.
- Checked the confirmations of purchases.
- Calculated the interests on the various goods of savings.

**Hôpital Sainte-Anne (Hôpital des Vétérans) 1993***Federal government Veterans Hospital***Administrative Assistant - Engineering Service and Personnel Office**

- Managed and created various forms.
- Convert computer data (from DOS to WordPerfect).
- Ensured the creation and the reception of proposals according to the standards of the National Directing Specification of Construction Quebec.
- Coordinated the management of the HR Office potential candidates applications.
- Supervised the staff recruiting exams.

### **STUDIES AND IMPROVEMENT**

- June 2012 TÉLUQ (UQAM) – University certificate in translation
- 2010 Ergonomics Responsible Training
- 2010 Excel, Experimentation 2
- 2005 Acomba software/Fortune 1000 training
- 2004 Centre Financier Desjardins - Interac machines and Financement Accord D
- 1995 Blue Cross - First-aid Worker
- 1993 Cégep de Valleyfield - A.E.C. Actualization in Office Automation, Accounting 1 + Pay
- 1990 Logiforces - Electronic publishing

### **LANGUAGES**

Spoken, read and written: French, English (perfectly bilingual)

### **COMMUNITY ACTIVITIES**

Revision and correction of the Souvenir album for the 50 years of the Châteauguay Minor Football Association

Assistance to the Mosquitos AA Châteauguay Raiders football team

1998 to 2007 - administrative Assistant for the Midget AAA North Shore Mustangs football team

# UQÀM

**Université du Québec à Montréal**

Télé-université

La Commission des études certifie que

**Nancie Leduc**

a satisfait aux exigences d'un

**programme court de premier cycle  
d'initiation à la traduction en français**

en foi de quoi nous lui décernons la présente attestation d'études de 15 crédits universitaires

**d'initiation à la traduction en français**



Registraire  
de la Télé-université

Fait à Montréal le 11 septembre 2012

LEDUC NANCIE  
109 RUE OLIVIER O  
CHÂTEAUGUAY QC J6J 1N4

Date d'émission : 10 août 2012  
Code permanent : LEDN18607003  
No étudiant : 10382818  
Date de naissance : 1970-10-18  
Sexe : Féminin

Programme : Programme court d'initiation à la traduction en français (0658)  
Base d'admission : Expérience pertinente et connaissances appropriées  
Institution :

Date d'obtention :

Trimestre	Sigle	Crédits	Titre	Résultat
AUT.10	TRA 4010	3	La traduction vers le français : une introduction	B+
HIV.11	FRA 3008	3	Écriture de communication	A-
ÉTÉ 11	TRA 4030	3	Outils, ressources et environnements d'aide à la traduction	A
AUT.11	FRA 3007	3	Rédaction scientifique et technique	B+
HIV.12	LIN 3003	3	Les industries de la langue	A-

-----Fin du relevé de notes-----



Crédits réussis : 15 Moyenne cumulative sur 4,3 3,60

Les exigences ont été satisfaites et le diplôme correspondant sera émis à une date ultérieure.

Le registraire : 

Heidenheim, September 6 2011

**Object : Letter of recommendation**

Madam, Sir,

I highly recommend Miss Nancie Leduc as a translator.

I had the pleasure to be Nancie Leduc's boss for 3 ½ years. Early on, we detected a talent for translation and asked her to translate all documents from Hydro-Québec from French to English. Since our Head Office is in Heidenheim, Germany, Miss Leduc also started to translate from English to French.

During those years, Miss Leduc translated more than 1 000 000 words per year, and this, in both language pairs. She created lexics for our Systran software as well as participated in the creation of an Across multilingual database for all our offices around the world.

She rapidly started translating for all our departments, e.g. Offers and Proposals, Engineering, Quality, Field Services, et cetera. Also, she translated documents for our offices in Germany and Italy.

I want to emphasize on the fact that Miss Leduc did not know anything about hydro-electricity before working for Voith and that the rapidity and quality she provided us helped us win and negotiate many contracts.

I will surely use Miss Leduc again if I require assistance with translation.

Do not hesitate to contact me if you require additional information.

Regards,



**Klaus Schädler**  
**Head of Small Hydro**

Your Reference

Your Message

Our Reference

To whom it may be concerned

Phone +49 7321 37 6551

Fax

Date September 6 2011

E-mail Luciano.Lorenzini@Voith.com

### Object : Letter of recommendation

Madam, Sir,

I highly recommend Miss Nancie Leduc as a translator.

She has helped us in translation for the past two years, both in French-English, English-French for our Offers and Proposals department in Heidenheim.

During those years, Nancie translated more than 300 000 words for us, and this, in both language pairs. She created many lexics for our Systran software.

I want to emphasize on the fact that Nancie provides great assistance, rapidity and quality.

I will surely use Nancie again if I require assistance with translation.

Do not hesitate to contact me if you require additional information.

Regards,



**Luciano Lorenzini**  
**Director Sales**

Brossard, le 6 septembre 2011

**Objet : Lettre de recommandation**

Madame, Monsieur,

Je tiens à recommander Madame Nancie Leduc en tant que traductrice.

Madame Leduc a travaillé avec nous au Département des Offres durant 4 ans. Elle a effectué la traduction français-anglais et anglais-français pour notre département de plus de 5 000 000 de mots, et ce, dans les 2 paires de langues.

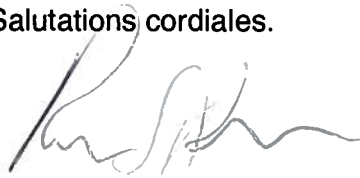
Sa collaboration, son efficacité, sa rapidité et la justesse de ses traductions nous a aidé à obtenir plusieurs contrats.

Je tiens à souligner que Madame Leduc ne connaissait rien du domaine de l'ingénierie hydro-électrique lors de son embauche et qu'elle a d'elle-même créé des lexiques pour notre entreprise afin d'améliorer la qualité et la rapidité de communication entre nos divers départements / bureaux à travers le monde.

Je n'hésiterais pas à utiliser les services de Madame Leduc dans le futur pour nos besoins en traduction.

N'hésitez pas à me contacter pour toute information supplémentaire.

Salutations cordiales.



**René St-Pierre**  
**Directeur des Offres**