



**Adrienne F. Swartz** MA, CT  
**BlackCat Translation Services, LLC**  
French - English Translation  
& Interpreting  
ATA Certified Translator French to English

(217) 501-3552 (p); (217) 632-5925 (f)  
15076 New Salem Bluff Road  
Petersburg, IL 62675 (Springfield, IL metro area)  
adrienne@blackcattrans.com  
GMT -6  
<http://www.linkedin.com/pub/adrienne-swartz/24/b95/463>

**Areas of Specialization:**

- Legal (commercial, financial, immigration)
- Marketing
- Medical and Tourism interpreting

**Education:**

- MA University of Michigan, Ann Arbor, 1973 – French Literature
- BA University of Illinois, Urbana/Champaign, 1970 –Teaching of French, grades 6-12

**Professional Credentials and Memberships:**

- **Certified by the American Translators Association for French to English Translation**
- Member of the ATA and of the ATA French Language Division; Member of CHICATA

**Translation Experience:**

- Terms of Reference for an NGO's Joint Evaluation Mission in the Republic of the Congo
- Immigration documents for US parents adopting children from Haiti
- Marriage, birth, death and academic certificates
- Documents for a Swiss corporate conversion plan
- Letter from France for an American World War II veteran (pro bono)

**Consecutive Interpreting Experience:**

- Medical visits and counseling sessions for French speaking African immigrants
- Commercial and cultural visitors to Springfield and central Illinois, including a radio team from France Culture reporting on local Lincoln and Route 66 sites

**Continuing Education:**

- **ATA Conference 2011:** Translation for Quebec and “new spelling” rules; French legal translation; translation of press releases
- **Translation in the Provinces, 2012 :** Literary translation; marketing copy translation; translation of Annual Reports and financial correspondence
- **ATA Conference 2012 :** Updates on French Corporate Law; working with Direct Clients; working with Language Service Providers.

**Additional Relevant Education and Experience:**

- 10 years editing and proofreading of Springfield, IL Chamber of Commerce newsletter
- 22 years residence in Europe (20 years in London; 2 years in France)
- 8 years bilingual French/English advertising space salesperson, based in London
- Advertising and marketing courses, London
- 12 years French teacher/instructor at high school and college levels – including college courses on commercial French
- 2 years high school English teacher
- 2 years' study abroad at University of Rouen, France

**Computer and Technical Information:**

- Proficient in word processing and spreadsheets
- Proficient with Microsoft Office 2007
- Fluency Translation Suite 2013 (compatible with Trados, Wordfast, XLIFF files)
- Dell laptop with daily backup
- Broadband internet connection, fax, laser printer

**Extra-Professional Activities:** Travel, gardening, dressage/horseback riding, Zumba, Big Brothers Big Sisters volunteer, Rotary Youth Exchange Officer, volunteer at Abraham Lincoln Presidential Museum (Springfield, IL)

*References Available Upon Request*