

Joseph Grill

Calgary, AB, T1Y 2B5

With over ten years of experience in the field and as a bilingual native Quebecois living in Alberta, I am uniquely qualified to provide top-quality English/Canadian (Quebecois) French translations for your project. Highly skilled in General Documents, Owners Manuals, Standard Operating Procedures Manuals, and Marketing Materials.

EXPERIENCE

English/French Translator

Aug 2015 - Present

Freelance, Calgary, AB

- Effectively used MateCat translation software to complete each project with accuracy and timeliness.
- Effectively used various reference tools to provide the most accurate translations possible.
- Worked remotely from my home office.
- Maintained a high degree of professionalism at all times.

Bilingual Life Insurance Advisor

Apr 2010 - Feb 2022

Insurance and More, Calgary, AB

- Complied with all regulatory and licensing requirements.
- Effectively sourced potential life and living benefit clients.
- Worked toward establishing long-term client relationships by providing sound personal insurance advice.
- Maintained a high degree of professionalism at all times.

Canadian Tax Preparer

Feb 2007 - Present

Freelance, Calgary, AB

- Prepared and filed Federal T1 tax returns based on the information provided by the clients and the applicable tax laws.
- Met with clients in person when required.
- Delivered the completed and filed Federal T1 tax returns to the clients.
- Maintained a high degree of professionalism at all times.

SKILLS

Expert in: Client confidentiality, Canadian (Quebecois) French, English, French

Intermediate in: MateCat translation software, Taxcycle tax preparation software, Computer skills, Time management