

COURTNEY THOMAS

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EDUCATION

BS University of South Alabama, Foreign Language- French
Minor in Applied Linguistics

December 2021 (expected)

LANGUAGES

English: Native Language

French: University advanced level

WORK EXPERIENCE

Assistant Secretary – University of South Alabama

January 2018-present

Department of Modern and Classical Languages and Literature

Perform tasks directly for the foreign language professors and department chair, assist students with questions and problems, answer multi-line phones, create and file paperwork on new staff members, and submit book order forms.

Freelance Translations

April 2018—present

Upwork.com, Translatorscafe.com, Arborlinguarum.com

[Translatorscafe.com—Medical technology](#)

[Upwork.com—Jolicloset.com product description](#)

[Arborlinguarum.com—XTREAM product description](#)

COMPUTER SKILLS

Microsoft Office: Word, PowerPoint, Excel, Access, Publisher

CAT Tools: SmartCat, Wordfast, OmegaT

REFERENCES

Dr. Susan McCready, Professor of French
Department of Modern and Classical Languages and Literatures
University of South Alabama
5991 USA Drive N, Building HUMB 322
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Mrs. Ashby Daniels, French Teacher
Spanish Fort High School
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Spanish Fort, AL 36527
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