

Marie-Claude Leblanc
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LANGUAGES

French, English, Italian, Spanish

COMPUTER SKILLS

- Windows and Mac environments; advanced word processing and presentation software;
 - Acrobat Pro, FileMaker Pro, Antidote;
 - CAT tools: translation memories (Multitrans, Logiterm, Memsource, MemoQ, Polyglot), terminology banks and concordancers.
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SUMMARY OF EXPERIENCE

- Extensive experience in translation and translation revision from English to French and from French to English of reports, administrative documents, internal policies, course content, public affairs products, and research papers in the humanities and social sciences;
 - Extensive experience in writing, revising and translating communication products, social media and web content for a variety of target audiences in and into French and English
 - Web development to enhance UX and UI within the parameters of the GC Guidelines on web design.
 - Extensive experience in the translation and revision of government documentation;
 - Experience in Italian-French and Italian-English translation
 - Proven ability to research, analyze and synthesize information;
 - Proficiency with CAT tools and terminology banks;
 - Ability to manage priorities and deadlines;
 - Thorough knowledge of editorial standards in both of Canada's official languages;
 - Experience in advising directing staff on linguistic/translation issues;
 - Qualified as a French-English translator by the Provincial Public Service of Quebec
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EXPERIENCE IN THE PUBLIC SERVICE

Writer/Editor

Royal Military College Saint-Jean
National Defence
Saint-Jean-sur-Richelieu, Quebec
2008-

- As part of the Public Affairs team, provide editing and translation services to the College's directing staff and various teams, including faculty members;
- Draft, edit and translate various public affairs products, social media and web content;
- Edit and translate various course content and conference papers for use as part of in-house distance and residential courses, as well as the International Military Cooperation Programme activities around the globe (courses and conferences papers on military ethics, Canadian military history, senior military leadership, International Humanitarian Law, Methodology, etc.).
- Web development within the parameters of the GC Guidelines on web design.

- Advise on linguistic issues in both official languages;
- Conduct terminological research;
- Use CAT tools, especially Multitrans, to build text bases and term bases;
- Special projects: French/English/Italian Interpreter and Translator for the logistics branch of Operation Husky held in Sicily in 2013.

Grader for the College Uniform Examination

Ministère de l'Enseignement supérieur, de la Recherche, de la Science et de la Technologie du Québec
Montreal, Quebec
2008

Assistant to Immigration Board Members

Immigration and Refugee Board (IRB)
Immigration, Refugees and Citizenship Canada
Montreal, Quebec
2007–2008

- Correct IRB members' reasons for decisions on refugee claims in both official languages and manage references to documentation.

Service Agent

Service Canada
Montreal, Quebec
2006

- Provide information on the Employment Insurance Program and Social Insurance Numbers;
- Perform various transactions in citizens' files.

OTHER PROFESSIONAL EXPERIENCE

Freelance Reviewer

Vistatec
Dublin, Ireland
2023-

Freelance translator

Scriptis
Laval, Québec
2020–2022

- English-French translation of e-learning content, management plans, policies, presentations, etc. for various federal departments and agencies.

French/English/Italian Interpreter and Translator

In support of the logistics branch of Operation Husky, a commemorative march held in Sicily in 2013 honouring the Canadian soldiers who took part in the operation in 1943.

- Translate from English to French and Italian documents describing the daily historical events of the operation.

- Provide Italian and French translation to the logistics leader in preparation of the 6-week event to ensure effective communications with the various stakeholders •
- Act as French-Italian interpreter during meetings with the Italian local and regional authorities in preparation for the ceremonies held in public spaces •
- Translate from English into French and Italian the texts of official commemorative plaques placed in various locations along the path walked by the marchers.
- • Act as the Italian language master of ceremonies during the commemorative ceremony held at the Canadian War cemetery in Agira, Sicily.

Translator

Dominique Maurel, Associate Professor
École de bibliothéconomie et des sciences de l'information
Université de Montréal
Montreal, Quebec
2011

- Translation from French to English of various conference papers in the field of Information Science.

Research Assistant

Éric Leroux, Associate Professor
École de bibliothéconomie et des sciences de l'information
Université de Montréal
2009-201

- Conduct research and interviews for the *Dictionnaire historique des gens du livre au Québec*, Presses de l'Université de Montréal, 2022.

Research Assistant

Jacques Michon, Full Professor
Université de Sherbrooke
Groupe de recherche sur l'édition littéraire au Québec (GRELQ)
Sherbrooke, Quebec
2002-2004

- Document the activities of various publishing houses;
- Conduct interviews and draft research reports.

Research Assistant (Italian-French translation)

Brenda Dunn-Lardeau
UQAM, Montréal, Québec
Peter G. Bietenholz, "Alacritas Epicurea – Melancholla Stoica: Lorenzo Valla E Erasmo", in *Malinconia e Allegrezza nel Rinascimento*, Nuovi Orizzonti, 1999.

Bookstore Clerk

Librairie coopérative du Collège Rosemont
Montreal, Quebec
1998-2001

- Provide service to students and teaching staff;
- Order textbooks for a college of 2000 students.

PROFESSIONAL DEVELOPMENT

2009-2023

*La traduction administrative idiomatique I, II and III;
Stylistique comparée; Simplifier sans niveler par le bas.
Magistrad*

*Editing for Style and Readability: A Hands-on Session Featuring Government Texts;
Comparative punctuation; Introduction to translation in the Environmental field;
Simplifier sans niveler par le bas.*

Ordre des traducteurs et terminologues agréés du Québec (OTTIAQ)

Self-Revision Secrets of Master Translators; Other-revision 101: Don't be a jerk (and other tips)

Lion Translation Academy

ACADEMIC BACKGROUND

Graduate Certificate in Translation Studies (English-French)

University of Portsmouth

Portsmouth, U.K.

2019-2020

Courses of the Certificate in Translation (English-French)

Université de Montréal

Montreal, Quebec

2010-2011

Master's degree in French Studies

Université de Sherbrooke

Scholarship from the Chaire de recherche du Canada en histoire du livre et de l'édition

2008

Bachelor's degree in Literature

Université du Québec à Montréal (UQAM)

2003

- Theoretical path including linguistics, semiotics, and advanced Italian language and literature courses

College degree in Languages and Literature

Cégep Saint-Jean-sur-Richelieu, Quebec

1993-1996

Secondary V

Liceo Scientifico di Isili, Italy (in Italian)

AFS/Interculture Canada program (Alcan Scholarship)

Isili, Italy

1992-1993

- Cultural exchange program abroad in an Italian-speaking host family. Grade 11 schooling in Italian.

Secondary I to IV

St-Patrick's High School (in English)
Jonquière, Quebec
1988–1992

VOLUNTEER WORK

Editor

Institut de la francophonie pour le développement durable (IFF) and Organisation internationale de la francophonie (OIF)

UN Volunteers Online
2020

- Editing of the sustainable natural resource management programs for Benin, Senegal and Burkina Faso.

Translator

Office for Disarmament Affairs—UNODA

UN Volunteers Online
2020

- English-French translation of an issue of *Saving Lives*, a biannual newsletter for national officials working on small arms control in collaboration with another volunteer.

Translation and Interpretation English/French/Spanish

CAFI — Centre d'aide aux familles immigrantes
Montreal, Quebec
2006