

Solene Mathieu

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PROFILE SUMMARY

- Positive person
- Able to work both independently and as part of a team
- Languages: French (mother tongue), English (C2) and German (B2)
- Software: Lingotek, Lokalise, MateCat, MemoQ, MemSource Cloud, Microsoft Excel, Microsoft Word, Microsoft Power Point, WordPress, Smartcat, Smartling

EDUCATION

BACHELOR OF SCIENCE, SPECIALIZATION IN BIOLOGY

CONCORDIA UNIVERSITY, MONTREAL, QC

2020 - 2023

BIOTECHNOLOGY ADVANCED DIPLOMA

SENECA COLLEGE, TORONTO, ON

2017 - 2020

EXPERIENCE

TRANSLATOR

SCHIESTEL INTERNATIONAL - GERMANY, DE

MAY 2023 - TO DATE

Tasks:

- To translate documents from English to French (Canada and France) and vice versa.
- To proofread and edit documents in English and French (Canada and France).
- MTPE tasks (English and French).

Documents: CV, contracts, service agreements, birth and marriage certificates, official documents, medical documents, product descriptions, gaming, e-commerce etc.

Skills acquired:

- Use translation tools such as Memsource and Smartling.

TRANSLATOR

WAGNER CONSULTING INTERNATIONAL LLC - NEW YORK, USA

FEBRUARY 2023 – TO DATE

Tasks:

- To translate documents from English to French (Canada and France) and vice versa.
- To translate documents from German to French (Canada and France) and from German into English.
- To proofread and edit documents in English and French (Canada and France).
- MTPE tasks (English and French).

Skills acquired:

- Use translation tools such as MateCat, memoQ, Smartcat.

Documents: *text for apps and games, contracts, service agreements, birth and marriage, IT, official documents, medical documents, e-commerce etc.*

VIRTUAL ASSISTANT AND FREELANCE TRANSLATOR

FREELANCE PLATFORMS: Fiverr, Upwork

SEPTEMBER 2017 - FEBRUARY 2023

Main task:

- To translate documents from English into French and vice versa.
- To type, proofread and edit French and English documents.
- To convert documents (PDF to Word, Word to PDF).
- To transcribe into French and English.

Skills acquired:

- Provide fast, reliable, efficient and confidential services.

BILINGUAL CUSTOMER SERVICE REPRESENTATIVE

DYNACARE

APRIL 2021 - MAY 2022

Main task:

- To help travellers arriving in Canada set up accounts and appointments for their COVID-19 testing.
- To answer all questions and requests related to their tests.

Skills acquired:

- Be more patient and organized.
- Better communication skills.

VOLUNTEERING

2018-2020

- Mentor at Seneca College