

Odile Leclerc

oleclerc@mac.com - (858) 485-1094

www.linkedin.com/pub/odile-leclerc/29/b34/250

San Diego, CA

CAREER OBJECTIVE

To do freelance translation work for reputable offices, companies, governments, agencies, or individuals, with the intent of building long-term relationships.

LANGUAGE PAIRINGS

- From English and Spanish into Canadian French/French
- From Canadian French/French into English

PROFILE

- Three years of varied experience in professional translation
- Respectful of deadlines at all times
- Customer-oriented and extremely reliable
- Excellent time-management, organization, and communication skills

SKILLS

- Advanced knowledge of research tools and source websites
- Proficiency w/MS Office Suite, the CAT tool memoQ 6.2.20 and Adobe Acrobat XI Pro, and knowledge of Trados Studio 2011

SPECIALIZATIONS

Technology, IT, retail, business/management, consumer electronics, engineering, HR, law, environment, medicine, marketing

EDUCATION

Specialized bachelor's degree in Translation Studies (University of Manitoba, Canada) with a GPA of 3.84/4.0

RELATED COURSEWORK

- Successfully completed four Spanish online classes at Truckee Meadows Community College (TMCC), Nevada, and at University of California at San Diego Extension (2011-2012).
- Successfully completed 61 credits in a broad range of topics at University of Nevada, Reno (UNR), TMCC, and Diablo Valley College, California, with a 4.00/4.00 GPA (2001-2008).

PROFESSIONAL EXPERIENCE

GLYPH LANGUAGE SERVICES, SPOKANE, WA

July 2012-Present

Translator and Editor

- Translate into and edit various documents in Canadian French for a high-end retailer in tableware, cookware, kitchenware, linens, and specialty food.
- Contributed consistently and extensively to a large, challenging project with tight deadlines in which I played a major role in quality assurance.

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ONE HOUR TRANSLATION, Online Translation Services *May 2011-Present*

Translator, Reviewer, and Proofreader

- Translate a wide range of documents in fields such as technology, business, engineering, retail, and many others.
- Achieved the Certified Level, as well as the Gold Level.
- Chosen 10 times as Preferred Translator in an 8-month period.

FREELANCER

October 2010-Present

Translator, Reviewer, and Proofreader

- Freelance for various translation companies located in the United States, Canada, and France.
- Regularly translate big projects.

TRADUCTA (ONSITE)

January 2012-May 2012

CANADIAN TRANSLATION BUREAU (DISTANCE)

January 2013-May 2013

Intern

- Translated with great success various documents from English into Canadian French in fields such as HR, transportation, tourism, real estate, marketing, and technology (first internship).
- Translated various governmental documents for Public Works and Government Services Canada (second internship).

VOLUNTEERING

Translate for various non-profit organizations, such as Breast Cancer Action Montreal (BCAM) and the Canadian Parks and Wilderness Society (CPAWS).

OTHER ACHIEVEMENTS

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- Received three consecutive merit-based scholarships from the Canadian Language Sector Enhancement Program (2010-2012).
 - Received a merit-based scholarship from UNR and was accepted in the UNR Honors Program for my outstanding academic achievements (2008).
 - Placed on the TMCC Dean's List for my outstanding academic achievements (2007).

MEMBERSHIP

American Translators Association (ATA)

July 2012-present