

CHRISTIANE TREMBLAY

Free-Lance Translator

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TRAINING

- Translation Certificate II, Université de Montréal (in progress)
- Translation Certificate I, Université de Montréal (2003)
- B. Sc. in Anthropology, Université de Montréal (1996)
- Science courses, CEGEP Saint-Laurent (1992)
- Finance courses, CEGEP de Granby (1980)
- Collegial diploma in French Literature, CEGEP Maisonneuve (1973)

TRANSLATION EXPERIENCE

Free-Lancing Full time free-lance translator (English to French) since 2002 – Main projects and customers:

LEADING AMERICAN COMPANY OF THE TELECOM INDUSTRY ESTABLISHED IN THE MONTREAL AREA

2002-2007 Radio user manuals; training documentation for the client (telecommunication system operation; operation of the repeater system; system management; exercises for the customer's IT technicians; console operation; system maintenance; network administration; lab exercises and skills evaluation forms); acceptance and testing procedures; correspondence; Web pages content; radio programming software user manual

LEADING AMERICAN COMPANY OF THE PAPER INDUSTRY ESTABLISHED IN THE MONTREAL AREA

2003-2007 Quality assurance procedures for ISO certification; schematic representations for QA procedures; manufacturing, inventory, and stock management procedures; user documentation for the slitting and finishing information processing system; correspondence; slitter manual; administration documents

JOLIMOT INC. (translation agency)

2005-2007 Administration documents and reports from federal departments and agencies, and major companies

BOROUGH OF CÔTE SAINT-LUC / HAMPSTEAD / MONTREAL WEST

2003-2004 Minutes of the town planning committee meetings; memorandum; reports on public consultations; public notices

TRANSLATION EXPERIENCE (continued)

- Volunteer Work RÉSIDENCE NORMA MCALISTER: letters, interview forms, notices, by-laws, newsletters, forms, etc. (1997-2002)
- POST-GRADUATE STUDENT: two scientific presentations (2002 et 2003) [translation from Spanish to French]
- ASSOCIATION ARIDES (France): two articles on cacti for the Web page (2001 and 2002)
- BIRD STUDIES CANADA: instructions for the Canadian Annual Loon Inventory, and presentation letter sent to all participants in Canada (1997)

OFFICE WORK EXPERIENCE

- Secretarial Services Technical Services Department, City of Pierrefonds (1997-2001)
 Other departments of the City of Pierrefonds (1989-1991)
- Accounts Receivable Ministère du Revenu du Québec (1977-1979)
and Customer Cosmair Canada Limitée (1976-1977)
Service Alliance Mutuelle-Vie – Group Insurance Department (1974-1976)

PARTICULAR SKILLS AND KNOW-HOW

- Well organized, creative, autonomous and disciplined
- Over-average knowledge in various fields
- Quick learner
- Excellent French grammar; good reading ability of Spanish
- Proficient with computer and Internet tools as well as terminology databases
- Basic knowledge of Trados

MOTHER TONGUE

French (Canada)