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Isabelle Gélinas, Translator

Career Objectives *Freelance translator, technical writer and proof reader.*

Assets *Bachelor in Law (L.L.B.), thorough knowledge of office software suites and computer assisted translation tools, superior French writing skills, fast, quality-freak.*

Languages Spoken, read and written: *French, English, Spanish*
Read and understood: *All of the above, Italian, Portuguese*

Career Overview

2003 –	Geliland <i>Owned company. Translator, proof reader, technical writer</i>	Montreal, Quebec, Canada
2002 – 2003	Transat Tours Canada, Inc. <i>Senior Business Analyst</i>	Montreal, Quebec, Canada
2001 – 2002	BCE Emergis, Inc. <i>Senior Business Analyst</i>	Montreal, Quebec, Canada
2000 – 2001	nurun, Inc. <i>Senior Business Analyst, Project Director</i>	Montreal, Quebec, Canada
1999 – 2000	Kaotik Technologies, Inc., ERGONET, Transcontinental <i>Development Manager, Prime Analyst</i>	Montreal, Quebec, Canada
1997 – 1999	SNC-Lavalin, Inc. <i>Help Desk Manager, Analyst, Webmaster</i>	Montreal, Quebec, Canada
1995 – 1997	Bell Sygma International Bell Sygma, Inc. <i>Business Analyst</i>	Montevideo, Uruguay, AS Montreal, Quebec, Canada
1993 – 1995	M3i Systems, Inc. <i>Technical Writer, GUI Analyst, Translator</i>	Longueuil, Quebec, Canada
Summer 1992	Themis Edition, Faculty of Law, University of Montreal <i>Legal Proof Reader</i>	Montreal, Quebec, Canada

Education

University of Montreal, Faculty of Law
Bachelor Degree in Civil Law (L.L.B.) – 1997

Concordia University, Faculty of Arts and Sciences
Pursuing a Honours Bachelor Degree in History – currently attending, part time

Professional Experience

2003 –

Geliland

Privately-owned company. Translator, proof reader.

Freelance translator

- English to French translation
- French proof reading

Subject matters

- Legal : contracts, legislation, thesis, etc.
- Technical : computer (hardware and software), petroleum industrie, engineering, finances and accounting, automotive industry, security, dentistry, etc.

Recent projects

- Various governmental bids and contracts
- Legal online training (Hewlett Packard)
- Autodesk Software Suite (AutoCAD)
- Government of Canada, Ministry of Health
- Bell Canada, Bell Sympatico and Bell Mobilité
- User guides for home hardware products

2002 – 2003

Transat Tours Canada, Inc.

Senior Business Analyst

Documentation, training:

- Proof reading
- User Manuals, technical writing and translation from French to English
- Training of Tour Operator software and Office suite

2001 – 2002

BCE Emergis, Inc.

Senior Business Analyst

- Business and technical analysis, in English and French
- English to French translation
- Proof reading, English and French

1999 – 2000

Kaotik Technologies, Inc., an ERGONET division, Transcontinental

Development Manager, Prime Analyst

- Training manuals, process documentation
- English to French translation
- Proof reading, English and French
- Business and technical analysis, in English and French

1997 – 1999

SNC-Lavalin, Inc.

Help Desk Manager, Analyst, Webmaster

- Processes and user guides
- Proof reading, English and French
- Computer inventory business processes definition and documentation
- Implementation, installation, configuration, training and management of Helpdesk and inventory management software
- Internal user manuals
- Training on Office suites
- Management personnel training

Professional Experience (continued)

- 1995 – 1996** *Bell Sygma International, Bell Sygma, Inc.*
- 1996** *Bell Sygma International* *Montevideo, Uruguay, South America*
- TeleLINK Project, ANTEL**
Business Analyst
Duration: 9 months
- Components analysis for user documentation and training
 - GUI design, Spanish
 - Proof reading of GUI, Spanish
 - Documentation, training:
 - ◊ Documentation standards definition and implementation, translation (Spanish) for training team
 - ◊ Online help system implementation
 - ◊ Training and software support on demand
- Special circumstances:* This project required proficiency in three languages, almost simultaneously, in this order: Spanish, English, French.
- 1995 – 1996** *Bell Sygma, Inc.*
- Main Project (TeleLINK)**
Business Analyst
- Documentation:
 - ◊ Technical documents definition
 - ◊ Documentation standards definition and implementation
 - ◊ Document templates creation
 - ◊ Online help system definition and implementation
 - ◊ Training manuals, English, French and Spanish
 - Documentation techniques training (Spanish)
- 1993 – 1995** *M3i Systems, Inc.*
Technical Writer
- Bilingual technical writing (User and Management Guides)
 - Online help system implementation
 - Proof reading, English and French
 - English to French translation
 - French to English translation
- Summer 1992** *Themis Edition, Faculty of Law*
Legal Proof Reader
- Legislation proof reading
 - Technical legal document proof reading, French
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Miscellaneous Jobs

- 1988 – 1990** *Shawinigan College*
English Teacher
Conversational courses, beginner and intermediate levels
- 1988 – 1990** *St-Mathieu-du-Parc Ski Centre*
Downhill Ski Instructor
Beginner level classes, group or individual lessons

Award

- 1992** *Le mystère du Marloland (The Marloland Mystery – not yet translated), a Novel*
Winner of the *Young Authors Contest*, science-fiction category. Science-fiction novel for teens, publish in March 1992, Fides Publishing. ISBN 2762115914.

Personal Data

- Social Activities** *Little dinner amongst friends, cafés and terraces, board games, cross-country skiing, swimming and water sports, motorcycle riding, travel (not necessarily in this order)*
- Asocial Activities** *Writing, Internet, reading, movies, video games (until the need to associate with the human race takes me over again; see above)*