

**Mina Christine Trandafilovski, C. Tr.**

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55 Ruskin Street, Ottawa, ON, Canada, K1Y 4A8

## **Skills**

- [OTTIAQ](#) Certified Spanish-English Translator, Registration N° 31475.
- Fully fluent in **English** (mother tongue), **French** (BBB), **Spanish** (DELE C2), and **Serbian** (native).
- Highly experienced with Microsoft Office, MultiTrans, Sharepoint, Hootsuite, Canva, and CRM.
- Notable communication, marketing, branding, and social media, and people skills.
- Excellent editing, proofreading, translation, and writing skills in both official languages and Spanish.
- Exceptional project and time management skills.
- Extremely organized, pays great attention to detail, and works well under pressure.
- Obtained **Secret Level II** security clearance in October 2020.
- Completed LivingWorks's [safeTALK—Suicide Awareness for Everyone](#) training in October 2019.
- Completed [San'yas Indigenous Cultural Safety Training—Mental Health Stream](#) in November 2019.

## **Experience**

### **December 2020—Present**

#### **Spanish – English Freelance Translator—Self-Employed**

- Translating legal documents such as birth certificates, driver's licenses, and university transcripts, among others, from Spanish into English.
- Memorizing and becoming familiar with national, legal documents from all Latin American countries.
- Creating glossaries and templates corresponding to the type of document and their respective countries.
- Adhering to OTTIAQ's Code of Conduct and standards.

### **October 2020—Present**

#### **Canada Deposit Insurance Corporation; Ottawa, Ontario—Senior Communications Officer**

- Creating strategic communications plans and message architectures for various Canadian banks, using CDIC's numerous resolution tools.
- Liaising with various teams to construct accurate and timely communications plans.
- Becoming familiar with banking and financial concepts and terminology.
- Proofreading English website content.
- Occasionally translating documents in the financial domain from English into French.

### **September 2016—Present**

#### **Social Media Consultant—Self-Employed**

- Analyzing demographic data to determine optimal targets, competitor offerings, negotiation tactics.
- Organically growing Instagram following by 300% in the span of 4 years.
- Hitting an average engagement rate of 5%.
- Collaborating and creating contracts and terms with a wide range of fashion and travel brands.
- Managing and creating content for various local businesses to increase sales and brand awareness.
- Obtaining [Fohr Reach Verification](#), as well as *Fohr Top Brand Mentions* in June and July 2019.

### **July 2020—September 2020**

#### **House of Commons; Ottawa, Ontario—Communications Advisor**

- Translating social media messages, speeches, websites, media responses, etc. from English into French.
- Creating relevant political social media content for Facebook, Instagram, LinkedIn, and Twitter, all with a combined following of 200,000+.
- Conducting outreach activities with businesses, individuals, events, etc. in the riding, so the Minister can highlight them for local promotions.
- Developing strategic communications plans for the Member of Parliament's quarterly newsletters, localized mail outs, etc., using CRM.
- Staffing the Minister to events, various days of the week, preparing all required technology.

- Coordinating advertising and columns for local media in both print and digital outlets.
- Monitoring media daily regarding local news and issues.

**December 2018—June 2020**

**Ottawa Public Health; Ottawa, Ontario—Social Media and Translation Project Officer**

- Supporting the bilingual social media of one of North America's largest public health agencies during COVID-19.
- Compiling medical terms used in municipal, provincial, and federal public health settings, into glossaries and terminology databases for translations.
- Translating press releases, web pages, advertisements, social media messages, etc. from English to French.
- Managing 9 bilingual social media accounts, with a combined following of 155,000+.
- Creating an Instagram influencer campaign for Instagram, growing the account from 2,700 to over 15,000 and getting verified overnight at the beginning of COVID-19.
- Sitting on the *Connect Working Group* and the *Postsecondary Working Group* to help bring public health forward through social media and on postsecondary campuses in Ottawa.
- Teaching lessons about various social media tools, educating the communications teams how to put them to use as a public health agency.

**December 2018—April 2019**

**Employment and Social Development Canada; Gatineau, Quebec—Translator**

- Translating correspondence and procedures related to the various types of benefits Canadians are entitled to, such as Employment Insurance (EI), Canada Child Benefit, etc.
- Using MultiTrans, SharePoint, and TRACE daily.
- Translating mainly from French into English.

**May 2018—August 2018**

**Ibañez Traducciones, Lima, Perú - Translator**

- Translating various birth certificates, death certificates, marriage certificates, bank statements, agreements, court proceedings, etc.
- Translating mainly from English into Spanish, occasionally translating from French into Spanish, and from Spanish into English.
- Adhering to translation standards of the Colegio de Traductores del Perú.

**July 2017—May 2018**

**University of Ottawa; Ottawa, Ontario—Translator**

- Translating web pages, articles, internal and external communications in relation to bilingualism and language laws in Canada and other multilingual countries from English into French.
- Acting as a webmaster for the Official Languages Bilingualism Institute (OLBI) website.

**September 2015—April 2019**

**University of Ottawa; Ottawa, Ontario—Receptionist**

- Assisting students with technological issues involving logins, cameras, editing software, and computers.
- Booking and renting out cameras, editing rooms, and computer labs.

**Education**

**September 2020—July 2021**

**Universidad Carlos III Madrid; Madrid, Spain—Master of International Business Administration**

**September 2014—June 2019**

**University of Ottawa; Ottawa, Ontario—Honours Bachelor of Arts in French-Spanish-English Translation, Minor in Arabic Language and Culture**