
Summary

- 4 years of F&B Sales experience, 1 year Banking, 2 years French-to-English Translation, 2 years Digital Marketing Start-up
- Microsoft Office, Google Suite, SAP, Salesforce, SDL Trados, MemoQ, Skype, Zoom, 80 words per minute typing.
- Bilingual in French/English. Advanced Spanish. 300 words per hour French-to-English Translation.

Education

Master of Arts Translation Studies <i>Concordia University, Montréal, QC</i>	2020-2022
Bachelor of Arts Business Administration and French <i>Hartwick College, Oneonta, NY</i>	2006-2010

Career History

French-to-English Translator, Translation Bureau, Government of Canada, Gatineau, QC Canada – 2020-2021

- Internship consisting of translating 1500 words per week, working for Public Services and Procurement. I worked on translations related to work procedures at the *Centre de Recherche de Saint-Hyacinthe*, scientific and medical translations, civil project press releases for Parks Canada, etc.
- Advanced document formatting, use of track changes, including translator notes, and review of sources researched in my revisor capacity.
- Professional use of Termium terminology bank and Canadian Style. Research methods in Government archives, Supreme Court Lexum queries.

French-to-English Translator, Sheila Selby English Services, Deep River, ON Canada – 2018-2019

- Internship consisting of translating 10,000 words from Dr. Phillippe Fortin's *La Pratique du Commerce International*.
- I learned how to research, work with CAT tools, and improved my French-to-English translation methodology.
- Subjects covered: Customs and Border Procedures, Import/Export practices, and Commercial Real Estate. Published among project Translators.

Brand Manager, Paris Gourmet, Carlstadt, NJ – 2016-2017

- U.S. National Sales position representing Madrange, a premium prosciutto imported from France.
- I was responsible for acquiring new supermarket accounts in the NYC area as well as stimulating sales for national distributors by targeting grocery stores in their respective markets by phone, e-mail, trade shows and business trips.
- Signed on 2 major supermarket chains, Gristedes and DeCicco Markets, and 50 retail stores. 10% growth in annual revenue for a \$2M brand.

Bilingual French CSR II, Markem-Imaje Inc, Dover Corp., Keene, NH – 2014-2015

- Order Desk Representative on the Canada Operations team at the new North American headquarters.
- Processed 50 Orders, Quotes, Credits, Debits, Status & Tracking Requests per day using SAP.
- Communication by telephone and e-mail in French and English with clients and team members located remotely in Canada.
- Handled high-pressure customer-down situations and special instructions for order entry of assigned Key Accounts. Bombardier, Desjardins.

Personal Banker, JP Morgan Chase Bank, Greenwich, CT – 2012-2013

- Responsibilities included opening checking and savings accounts, international wire transfers, direct deposit set-up, auto loans, and Trust Funds.
- Made appointments with existing branch customers to discuss further banking needs, new products and other services.
- Assisting clients in the bank lobby, providing guidance and if I could handle the request personally, I would do so in my office.

Sales Representative, Brands Within Reach LLC, Manhattan, NY – 2010-2011

- New business development in Manhattan and Brooklyn, selling beverages including Volvic, Evian, Carpe Diem, Saint-Géron, and Vio
- Off-premise sales position targeting Delis, Cafés, Organic Stores, and Supermarkets. Reporting and Distributor orders via e-mail.
- Signed over 100 accounts. Growth of 400%. Won sales contest. Great rapport with distributors in communicating orders and logistics.

Skills & Certifications

- **ATA Certification** – American Translation Association – Certified French-to-English Translator – 2020
- **Diplôme des Affaires Professionnels** – Chambre de Commerce de Paris – *mention bien* – 2009
- **Certificat de Français C1** – Université La Sorbonne – Paris, France – 2009
- **Samuel Nelson Academic Scholarship** – Hartwick College – Oneonta, NY – 2006