

Tammy Michaels

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PROFILE

- 7 years of experience translating from English to French
- Familiar with documentation from a variety of fields
- Motivated, autonomous and highly organized
- Detail oriented with strong analytical abilities
- Excellent communication and interpersonal skills

EDUCATION

D.E.S.S. Translation, English to French 2011
University of Montreal, Montreal QC

Bachelor of Arts, Classics 2004
Concordia University, Montreal QC

LANGUAGES

French, English and Spanish: fluent spoken and written

COMPUTER SKILLS

Microsoft Office: Word, Excel, PowerPoint

Systran

Photoshop

RELEVANT EXPERIENCE

Translator 2009-present
Moz Translations, Montreal QC

- Translate field related documentation from English to French for various clients
- Research terminology using advanced search engine
- Proof-read and revise all translated documents before presenting them to supervisor
- Assure confidentiality

Translator/Administrative Assistant 2007-2009
First Lab, Montreal QC

- Translated medical documentation from English to French
- Proof-read and revised work manuals for nurses
- Booked travel arrangements and kept schedule up to date for the VP of Marketing
- Organized information events for potential clients

Translator 2004-2009
Optimum Translation, freelance

- Translate a various client document from English to French
- Research exact terminology according to client's field
- Proof-read and format documentation to client's specifications

OTHER WORK EXPERIENCE

Receptionist 2002-2004
J&A Financial Advisors, Montreal QC

- Guided clients through registration process
- Redirected calls to relevant advisors
- Handled administrative tasks such as filing, mail etc

VOLUNTEER EXPERIENCE

Literacy Tutor 2010
Frontier College, Montreal QC

- Instructed adults in literacy in weekly sessions
- Encouraged and empowered adult learners
- Guided adult learners as they progressed to more advanced levels

Translator 2008
Local animal shelter, Montreal QC

- Translated information and publicity pamphlets
- Organized fund-raising and awareness campaigns

EXTRACURRICULAR EXPERIENCE

Treasurer 2004
Classics Student Association

- Devised and organized fund-raising activities
- Prepared association budget and submitted it for approval
- Handled all of the association's monetary transactions

AWARDS

Dean's List, Faculty of Arts and Sciences 2004
Concordia University

INTERESTS

Racquet ball, photography, reading

References available upon request