



Cathy Bellerose

Freelance Translator – French to English Editor – English (comparative revision, copy editing, proofreading)

AREAS OF EXPERTISE

Business communications

Web content

Press releases

PERSONAL SKILLS

Disciplined

Well-organized

Meticulous

PERSONAL DETAILS

Cathy Bellerose
113, rue des Sources
Témiscaming (QC) J0Z 3R0

819.290.3264
cathy.bellerose@gmail.com
www.traductionsbellerose.com



PERSONAL SUMMARY

A reliable and resourceful translator who was brought up in French and received education exclusively in English. A quick learner who communicates clearly & effectively with people. Works efficiently and has a congenial, but professional approach.

Would like to work as a translator for businesses in the outdoor and cultural industries. Ultimately, aims at working on more editing projects.

WORK EXPERIENCE

Freelance TRANSLATOR/EDITOR

June 2012 - Present

Working freelance for a variety of direct clients and a few translation agencies.

Clients: Apogée language solutions, I.D.COM, B-SIDE, abitibi&co., Tourism Abitibi-Témiscamingue, Ubity, CISSSAT, MRC of Témiscamingue, Association des piscines et spas du Québec, Association québécoise de la quincaillerie et des matériaux de construction, Hardlines, Association des galeries d'art contemporain, etc.

Duties:

- Research terminology to ensure the correct translation is used
- Liaise with clients to discuss any unclear points
- Provide guidance & feedback
- Ensure translated message is in line with target audience (language level, Canadian/American spelling, etc.)
- Revise and copyedit other translators' or direct clients' translations

Administrative ASSISTANT

Les Services exp — Rouyn-Noranda (Quebec)

Nov. 2012 – August 2013
& May 2011 – Nov. 2011

Edited, translated and formatted documents in both French and English for a leading engineering consulting firm providing services in building engineering, earth and environment, sustainability, etc.

Projects: Service proposals, environmental baseline studies, environmental impact assessments, pre-feasibility studies, business website (then Géodéfor), etc.

KEY SKILLS AND COMPETENCIES

Thorough knowledge of translation tools (GDT, Linguee, TermiumPlus, etc.)

Excellent communication and social skills.

Able to work with tight deadlines.

Proficient with Microsoft Suite.

Able to prioritize work.

ACADEMIC QUALIFICATIONS

B.A. in English and Intercultural Studies

University of Sherbrooke, 2009–2012

REFERENCES – Available upon request.