

TRANSLATION EXPERIENCE

French to English Translator

Working with direct clients and translation agencies

Translating, Proofreading and Editing French documents, including:

Websites

- web pages
- websites
- web content editing

Marketing

- advertisements
- sell sheets
- marketing reports
- product labels
- product packaging
- product information

Literary & Journalistic

- company newsletters
- press releases
- book excerpts
- news articles
- website articles
- chemistry articles
- medical articles
- machine risk analyses
- testing plans
- ergonomic assessments

Legal and Commercial

- patents
- contracts
- leases
- reports
- financial statements
- policies and procedures
- presentations
- insurance policies
- police reports
- trademark and intellectual property documentation

Technical

- software manuals
- lab procedures
- alternative energy reports
- patents
- quality and operating reports
- parts specifications
- vehicle inspection reports

Personal

- diplomas
- transcripts
- résumés
- CVs
- letters of recommendation
- birth certificates
- marriage licenses
- death certificates
- visa applications
- passports

TRANSLATION SKILLS

Communication

- easily accessible by email and phone
- asks relevant questions before and after accepting projects
- provides individualized feedback to the client when delivering projects

Translation Quality

- produces accurate translations
- creates target documents that read like originals
- demonstrates knowledge of the subject matter
- conforms to source document formatting
- delivers projects in the file format requested

Timeliness

- works to reach an agreement on reasonable due dates before beginning projects
- provides progress updates during long-term projects
- delivers work on or before due dates

Rates

- communicates rates clearly before beginning projects
- provides quality work at a reasonable price
- rates are competitive for the French-English language pair

EDUCATION

Certification

ATA Certification – French to English
American Translators Association

Education

Graduate translation certificate – French to English
Marygrove College

MA, Education – French

Eastern Washington University (2 Summers of Study in Nice, France)

BA, Education - French & History

University of Michigan

Study Abroad

Université d'Aix-en-Provence (Full Academic Year)

French Civilization and Language Certificate

Sorbonne Language and Culture Institute