**Dear Sir or Madam,**

My name is Mélanie Bernier and I am a French translator and certified technical writer from London, Ontario. I would like to offer my candidacy for the position of French Translator.

Over the past seven years, I have worked with clients ranging from small business owners to large international companies. Through these experiences, I have learned how to efficiently work around tight deadlines, adhere to company-specific vocabulary, and collaborate with other translators, editors and designers in order to provide a quality finished product. I have translated technical and non-technical material for numerous companies and organizations in the past, and I believe that my dynamic style of translation would be a great fit for your fine company.

My goal is to provide quality work to reputable companies such as yours, and I believe that this is a great opportunity to begin a professional relationship and expand upon my portfolio.

Sincerely,

**Mélanie Bernier**

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(519) 932 0897

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London, Ontario

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**Professional Experience**

**French Translator and Technical Writer – *WordFrog Translation* (2007 to Present)**

Freelance translator and technical writer. Additional bilingual services include audio/video transcription, client relations, and interpretation.

*Specializations*

Technical, Law, Medicine, Dentistry, Agriculture, SEO and advertising, Copyright, Product development and labelling, Veterinary science, Collective agreements.

*Notable Projects*

* Fabrication manual for Frigidaire appliances
* Large Hydrocarbons contract for the Republic of Benin
* Packaging for Beats by Dre earphones
* Packaging for Sonicare dental
* Weekly newsletter and brochure translations for BASF Canada, Inc.
* Online advertising campaigns for Virgin Mobile
* Case translations for London, Ontario law firm
* Bilingual content development for websites
* Equipment specification and user manuals for Sable Dental Industries
* Regular medical record translations for client in British Columbia
* Highway Safety Manual for the Government of Saskatchewan
* Transcription and translation of documentary film, La Voûte Nubienne
* Content translation, Kids Into Action video series
* Packaging for MX Whites dental products
* User manual translation for Brinks
* Trade show advertising campaigns for Caneast Shows

**Educational Assistant** – *Conseil Scolaire du District des Écoles du Sud-Ouest* (2011 to June 2013)

Assisting students with learning disabilities in a French environment. Modifying lesson plans, participating in strategic meetings, and documenting progress.

**French Translator and Interpreter –***Modus Medical Devices* (Contract, January 2010)

Translation and interpretation of a highly technical, 50-page medical equipment tender for the Centre intégré de cancérologie de Laval (CICL) (CT scan and cancer treatment machine testing equipment). Responsibilities included analyzing information in French, networking with representatives of the cancer center, and translating outgoing communication into French.

**French Translator, in-house –** *Bell Canada* (Contract, October to December 2010)

Translation of technical documents consisting of training material and software content for a new ticketing system used by Bell Canada’s customer service agents. Responsibilities included the translation and revision of documents, as well as organizing and chairing conference calls for the translation team.

**Technical Translator –** *Adams Globalization* (Contract, August to September 2010)

Translation of very large and highly technical aviation documents for a large airplane and turbine manufacturer in the US. Translation done in sections of up to 100,000 words with WordFast TM software.

**French Tutor & Supply Teacher –** *École Secondaire Mgr. Bruyère* (2008 to 2010, part-time)

Assisting students with learning disabilities in a French environment. Supervising and teaching classes for absent staff.

**Marketing Manager & Head Writer (Internship) –** *Fanshawe Television* (January to April 2010)

Supervision of three advertising sales agents selling television advertising space to internal and external businesses. Responsibilities included the writing of all commercials and programming for the television station, as well as the coordination of all marketing and promotional activities.

**Administrative Assistant/Promotions Coordinator –** *Centre Communautaire Régional de London* (June to September 2010)

Administration and marketing coordinator for a Francophone community centre. Responsibilities included writing newsletters and press releases, managing a youth resource centre, creating advertisements, proofreading documents, translation, creating a job search database for youth, answering emails and telephone calls.

**Education**

**Bachelor’s Degree in Translation –***Université de Québec* (online, currently completing)

**Technical Writing Certificate –** *Fanshawe College*

Fundamentals of technical writing, business writing, interviewing, researching. Final project was a technical manual for a bicycle.

**Broadcasting-Television Diploma –** *Fanshawe College*

Emphasis on marketing, communications and writing. Production of shows, crew positions, video editing, video production, packaging, management of internal television station.

**High School Diploma –** *École Secondaire Mgr. Bruyère*