

Amy Kring
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English, French

SUMMARY OF SKILLS

- Proficient in Microsoft Office (Excel, Word, PowerPoint, Access, Outlook)
- Good knowledge of computer-assisted translation and terminology management tools, including Wordfast, LogiTerm and Trados Studio
- Reputation for consistently producing quality work and meeting deadlines
- Methodical, detail-oriented and organized

EDUCATION

Masters in Translation (English-French) 2011
Université de Montréal, QC

- Successfully completed translation courses on law, administration, science and computer applications, as well as a course on computer-assisted translation tools

Intensive Immersion Program 2005
École internationale de français at the Université du Québec à Trois-Rivières, QC

Honours Bachelor in Translation (French-English) 2002
Laurentian University, Sudbury, ON

WORK EXPERIENCE

Editor/Translator 2011–2012
Le Groupe Gesfor Poirier, Pinchin inc., Montreal, QC

- Edited reports, correspondence and administrative documents in English, and finalized their layout following company standards
- Translated reports, correspondence and PowerPoint presentations from French into English using Wordfast
- Prepared and presented a tutorial on macros to the department
- Compiled and distributed a list of language resources to employees, along with other members of the department
- Advised employees on the use of English, terminology and software
- Created lexicons, and contributed to the company's style guide
- Attended a training seminar on mould growth in buildings

- Closed-Captions Editor** 2008–2011
Vision Globale, Montreal, QC
- Used advanced functions of Word to clean up and format text
 - Captioned TV shows, films and documentaries in English
 - Created dialogue lists
 - Researched terminology and style rules
- Translator** 2009
Operation Red Nose, Montreal, QC
- Translated 4 press releases from French into English
- Office Clerk** 2008
Intertek Testing Systems, Lachine, QC
- Processed and tracked audit reports
 - Communicated with auditors to obtain missing documents
 - Performed general office duties
- Receptionist** 2006–2007
Crest Realities, Dorval, QC
- Performed general office duties
 - Responded to general inquiries
 - In charge of accounts receivable
 - Prepared correspondence and offers to lease in French and English
- Association**
- Registered Student** 2010–2012
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- Attended a workshop on translation in the field of insurance