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Email : msproulx@from-english-to-french.com
Website : www.from-english-to-french.com

Date of birth : 1977-06-27

Marie-Stéphanie Proulx

Professional experiences

2005-Today   Freelance   St-Victor, Qc

Translator and writer

- Translation of different types of text from English to French and also from French to English, proofreading
- Content writing, rewriting of existing articles
- Automotive field : more than 200 000 words of experience in the automotive field for major brands like GM, BMW and Mazda covering the translation of technical manual, public information relating to the brand, press release, etc.
- IT field : more than 500 000 words over the course of 7 years for major brands like Cisco and Microsoft covering press release, information given to technicians and to the public, instructions guide, etc.
- HR field : more than 200 000 words of experience covering Code of conducts, group insurance, HR related content for employees, etc.

2006   MAAX Canada   Ste-Marie, Qc

Technical support advisor

- Answering call and faxes
- Give billingual technical support
- Work with SAP software

2005 – 2006   Pow Products Inc.   St-Jules, Qc / Orillia, Ont

Assistant of the owner

- Contact customer and sell the products in North America
- In charge of the assembling and the shipping of the products
- Translating documents

2002-2005   Hôtel le Georgesville   Saint-Georges

Chef

- In charge of the banquets
- In charge of both restaurants of the Hôtel
- In charge of the food stock and the employees

	1999-2002	La Table du Père Nature	Saint-Georges

Cook

- Preparing meals and food preparation

Education	2007-2011	**TELUQ (UQAM)**	Montréal

- 3 courses for the Certificate in English Studies

	2006	**Cégep Beauce-Appalaches**	Québec

- Training on Dreamweaver

	1999-2000	**C.I.A.T.**	Québec

- Diploma in Fine Cuisine
- Training course in France at the Grand-Hôtel of Saint-Jean-Cap-Ferrat

	1997-1998	**Collège François-Xavier-Garneau**	Québec

- Training in computer science

	1995-1997	**Collège François-Xavier-Garneau**	Québec

- Training in Science

Others   Good knowledge of computers (Windows, Excel, Word, Dreamweaver, etc.)

CAT tools : Studio 2014, Trados, Wordfast, Passolo.

Writen and spoken languages :   French (native) and English