



KARIN ADAMCZYK

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PROFESSIONAL PROFILE

Qualified, reliable and resourceful translator with over 20 years experience providing high-profile companies with translation, revision and transcription services, both directly and through translation agencies.

SKILLS

- Excellent command of English and French
- Translation from French into English
- MS Office (Word, Excel, Powerpoint, Outlook)
- Adobe Photoshop, Illustrator, Premiere Pro, InDesign, Lightroom, Acrobat
- SDL Trados Studio, MemoQ, DejaVu (DVX)
- Research experience in linguistic databases and on the Internet
- English transcription from audio and video files

EXPERIENCE

Self-employed - MacroConsulting – 1991 to present

Freelance Technical Translator

- Research linguistic databases and corporate web sites.
- Translate from French into English for high-profile companies and agencies.
- Transcribe from audio and video files.
- Revise and proofread content translated by other translators.
- Efficiently manage projects on tight deadlines.
- Specialize in information technology, construction, accounting, banking, environment, business, manufacturing, administration, human resources and education.
- Handle my own accounting, reporting and correspondence.
- Coordinate travel to work at clients' offices when necessary.
- Certified member of OTTIAQ (Ordre des traducteurs, terminologues et interprètes agréés du Québec (2009 to 2011)).

FREELANCE PROJECTS FOR DIRECT CLIENTS AND AGENCIES

Fédération des Desjardins du Québec – 1998 to present

Since 1998, I have been translating many types of documents for various Desjardins locations, both directly and through agencies. These projects included operating manuals for their credit/debit system, forms, procedures, training manuals, protocols, job descriptions and various agreements.

Parenty Reitmeier Inc. – 2000 to present

Parenty Reitmeier is a leading provider of translation and localization services. I have worked on various projects including documents for Fédération des caisses, Desjardins credit policies and Wawanesa job descriptions.

Maestro Technologies inc. – 2006 to present

Maestro Technologies inc. is a leading developer of integrated software solutions for the construction industry. Since July 2006, I have been providing a number of services to Maestro. These services include working at the office to translate and correct strings in the software on the development server, revising documents translated by internal employees and translating software manuals on accounting for the construction industry, procedures, product information, business plans, courses, compliance reports, construction industry updates, web site, intranet (maestro*Café), CSST documentation, newsletters, job descriptions, job postings, employee satisfaction surveys, human resources policies, and miscellaneous reports.

FIPEQ / CSQ – 2011 to present

FIPEQ (Fédération des intervenantes en petite enfance du Québec) is a federation of unions for workers in early childhood education. Have translated collective agreements for Ministre de la famille.

Conseil du trésor – Gouvernement du Québec – 2003 to 2006

This is the Québec government department that is responsible for government administration. I was part of the team that translated the 2003-2004 budget. The same agency was awarded the contract for this project for the 2005-2006 budget and I participated again. After this, the project was awarded to another agency.

Brooke – Delisle Inc. – 1991 to 2004

Brooke – Delisle was a small translation company for which I worked on many projects for government clients and others, including Parks Canada, Human Resources and Skills Development Canada, Canadian Institutes of Health Research, Tribunal de l'aviation civile, Tourisme Québec, Desjardins, Canadian Council of Professional Engineers, The Canadian Society of Respiratory Therapists (Council on Accreditation for Respiratory Therapy Education (CoARTE)) and many more. The owners of this agency have now retired.

Nova Bus – 1991

Nova Bus is part of the Volvo Bus Corporation, the world's second largest motor coach and transit bus manufacturing group. I translated their quality assurance manual when they started working towards ISO certification. This involved describing all of the parts required to manufacture their products, how their buses were manufactured and all of the purchasing, manufacturing and administration procedures.

AREAS OF EXPERTISE

Information Technology

User manuals, software programs (dialog boxes, menus, text strings), online help files, websites, training manuals.

Banking, Business and Communications

International trade mission presentations, banking policies and manuals, internal communications, press releases, business plans, proposals, agreements, questionnaires, product documentation and promotional materials.

Human Resources

Policy documents, newsletters, collective agreements, employee satisfaction surveys, job descriptions and professional development materials.

Education

Teacher's guides, courses, accreditation programs, evaluations, professional development materials and policy frameworks.

Environment / Energy

Comprehensive reports, impact studies, project descriptions, disaster recovery plans, proposals, tender documents and other documents of a technical nature.

Automotive

Quality assurance manual, manufacturing reports, business forms and correspondence.

SOFTWARE USED

- Windows 10
- SDL Trados Studio, MemoQ and DejaVu (DVX) CAT software
- LogiTerm Pro and DTSearch for research
- MS Office (Word, Excel, Powerpoint, Outlook)
- Adobe Photoshop, Illustrator, Premiere Pro, InDesign, Lightroom, Acrobat