

NINA KHMIELNITZKY

Certified translator

PROFESSIONAL EXPERIENCE

August 2018 to August 2019 **Procom, for MD Financial Management** **Montreal**

Translator-reviser, 12-month contrat

- Translate general and light financial texts with tight deadlines.
- Revise translations of freelancers and colleagues.
- Conduct terminology research and update the database accordingly.
- Coach a coop student.

June 2016 to August 2018 **Full time freelancer** **Montreal**

Translator and reviser

- Translate texts from agencies and direct clients in respect with their tight schedule.
- Revise texts of other translators.
- Make recommendations in the correct use of the French language.
- Conduct terminology research and update the database accordingly.

March 2005 to June 2016 **Rogers Communications Inc.** **Montreal**

In-House Translator-reviser

- Oversee the quality of outsourced translations.
- Update and manage the translation memory.
- Make recommendations in the correct use of the French language.
- Translate promotions targeting French speaking consumers in Quebec, Ontario and New-Brunswick.
- Translate various documents (memo for the CEO, ads and promotions, marketing documents, technical documents, training manuals, documents for new services such as home security and wireless services) for internal and external clients.
- Proofread and approve ads.
- Conduct terminology research and update the database accordingly.
- Supervise new translators and junior translators.
- Manage the department when required (receive translation requests, assign projects according to my colleagues' respective workload and return translations to clients).

December 2002 to March 2005 **Rogers Cable Inc.** **Montreal**

In-House Translator

- Coach junior translators, review their work and provide feedback.
- Translate and proofread advertisements for New-Brunswick, Ontario and Newfoundland cable and Internet subscribers.
- Act as the primary translator for cable distribution.
- Create and complete terminology listing.

March to November 2002 **Kelly Services (Canada), Ltd.** **Montreal**

In-House Translator, Reviser, Linguistic Consultant

- Translation of manuals designated for use by recruiters.
- Translation of the quarterly newsletter and miscellaneous internal documents.
- Evaluation of French oral language skills of applicants from English-speaking provinces.
- Negotiation of deadlines and management of priorities with client.

September 1998 to March 2002 Sears Canada, Inc.

Ville Saint-Laurent

In-House Translator

- Translate documents of a technical and/or general nature from a variety of different fields such as training, clothing descriptions, letters to customers.
- Create and complete terminology listing.

EDUCATION AND ACCOMPLISHMENTS

2019	Workshop : <i>La traduction administrative : Simplifier sans niveler par le bas</i>	Magistrad
2016 to 2019	Serve as a mentor for junior translators	OTTIAQ
2016	Initiation to financial translation	Magistrad
2015	Workshop on subtitling	Magistrad
2006	Institut Goethe of Montreal	German conversation skills
2006	OTTIAQ (www.ottiaq.org)	Translator Certification
2005	Versalys	Microsoft Word (advanced user)
2004	Rescue 7	First aid
2001	Institut Goethe de Montréal	Zertifikat Deutsch
1996-1999	University of Montreal	B.A. in translation
1993-1996	University of Montreal	B.A. in modern languages (German and Russian)
1992-1993	University of Montreal	Spanish studies certificate

SOFTWARES

Translation memories: Trados Studio 2017, LogiTerm, MemoQ (training on the way), WorkFront, Antidote, Multidictionnaire online, Word, Excel, PowerPoint, Grand dictionnaire terminologique, Termium Plus