

**Amy Kring**  
5126 Patricia Avenue  
Montreal, QC H4V 1Y8  
514-775-2022  
akringaling@gmail.com

*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  
OTTIAQ
- Attended a workshop on translation in the field of insurance