

CURRICULUM VITAE

MARIE-FRANCE RICHARDS

France/ Canada

LINGUIST

Mother tongue: French (France)

Spoken and written languages: French and English

OBJECTIVE: freelance translation from English into French,

French proofreading,

Translation proofreading

SPECIALIZATIONS: General, CV, business letters, government, industrial, human resources, instruction manuals, social sciences, biography, yoga, cooking, education, tourism, travel, literature, commerce, relief organisations.

SPECIAL SKILLS: Analytical skills and ability to do research.

Sensitivity to the cultural context and the target audience.

Accuracy and attention to details.

Reliability and respect of deadlines.

PROFESSIONAL EXPERIENCE

ENGLISH INTO FRENCH TRANSLATION

- **Translator (English to French) for Montreal yoga studio HAPPYTREE YOGA** since its opening in 2007. The work includes translations of the following: website content, class descriptions, massage descriptions, workshops, special events, advertising, teachers' profile, timetables, yoga philosophy and postures. The texts to be translated are varied, including speeches, articles, tables and monthly newsletters.
- **Translations for Y2 CONSULTING PSYCHOLOGISTS** - Ottawa (Canada) since 2006.
- **Translations for NATIVE TRANSLATION AGENCY**, since September 2013 (English into French, French into English) Technical, advertising, banking documents. User manuals. Word and Excel formats.
- **Translations for "CHEF ROBERT COOKING SCHOOL"**. From 2003 to 2006.
- **Various other translations**, including TV manual, Ukrainian Heritage Museum inventory, CV's and cover letters.

PROOFREADING

- **Proofreading French/French**
 - i. Y2 CONSULTING PSYCHOLOGISTS - Ottawa (Canada). Since 2006
 - ii. Articles for PRESENCE WEB MARKETING. 2013
 - iii. NATIVE TRANSLATION AGENCY. Since 2013
 - iv. Various private clients
- **Proofreading English/English**

- i. Articles for PRESENCE WEB MARKETING. 2013
- ii. NATIVE TRANSLATION AGENCY. 2014
- **Translation proofreading : English/French and French/English**
 - 1. PRESENCE WEB MARKETING
 - 2. NATIVE TRANSLATION AGENCY

FRENCH AS A SECOND LANGUAGE TEACHER

- La Cité Language School. From 2002 to ~
Teaching French to civil servants who have to pass their government exams. Intermediate and advanced levels. Canada School of Public Service program. Ottawa (Canada). Full time position.
- Various other schools

VOLUNTEER WORK

- International Baccalaureate examiner in French Literature
- French immersion classes. Elgin Street Primary School. Ottawa.
- *Translator Without Border* translation projects

EDUCATION

- Bilingual Bachelor of Arts Degree (4 year), with Magna cum Laude. University of Ottawa. Canada. 1989
- Bachelor of Arts Degree, concentration en Lettres françaises, with Magna cum Laude. University of Ottawa. Canada. 1981
- Diplôme d'Études Universitaires générales. University of Paris X – France 1977
- Diploma of English studies from the Polytechnic of Central London (England) 1974
- Baccalauréat Sciences Expérimentales, Lycée Lamartine, Paris (France) 1966

COMPUTER SKILLS :

- "Software specialist" certificate, Institut de Formation Professionnelle de Montréal (Canada).
- Trados – in training
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TESTIMONIALS :

Testimonial from [HappyTree Yoga Studio](#)

'The quality of her work is outstanding.'

Testimonial from [Native Translation Agency](#)

'Thank you Mariefrance

We appreciate your excellent work.

Best wishes'

Saleem

Testimonial from [Présence Web Marketing](#)

M-F,

'Bien reçu, et c'est impeccable, encore une fois.

Merci'

Philippe Sigouin

Directeur, conseiller stratégique

REFERENCES

1. Ms Melanie Richards, founder and director of HappyTree yoga studio, Montreal
happytreeyoga@gmail.com Tel: 514 -8069642
 2. Chef Robert Charpentier. Ottawa. Canada Tel: 613-241-1372.
 - 3 .Dr Yaniv Benzimra, Director, Y2 Consulting Psychologists, Gatineau, Québec
info@y2cp.com Tel : 819- 777-7744
 4. M. Saleem Karmoshi, project manager, Native Translation agency
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