CURRICULUM VITAE

CÉCILE FRENETTE

705-7545 BOULEVARD LACORDAIRE

SAINT-LÉONARD (QC)

H1S 3C7

CANADA

Education:

Montreal University : Diploma (equivalent to Licence, First Cycle in Europe) in general accounting, Human Resources management, and Information Technology.

Montreal University: Diploma in general translation from English to French. Translation in diverse fields, such as Information Technology, Legal translation, etc.

Since 2003, full time experience in translating from French to English.

Employment History:

National Bank of Canada: Information Technology consulting.

OECD (Paris): Information Technology consulting, translation of user guides and of various software.

CGI: Information Technology consulting, translation of all documents prepared for Air Canada - the group’s main client at the time - pertaining to the outsourcing of their Human Resources management system and Payroll system. Internships in Winnipeg, Montréal, and Vancouver.

2002 onwards: independent translation in the following fields:

Computing: software user guides, prompt messages and/or error messages, call for tenders, appraisal of various proposals, training courses for Microsoft Vista Office 2008 (Word, Excel, Access, Front page, etc.), training courses for the Amex Corporation, etc.

Management: company business plans, annual reports, environmental safety practices, ethical standards, etc.

Legal: Immigration and Refugee Board of Canada, patents, contracts, legal actions, guarantees, etc.

Technical: owner manuals for cars and trailers, user guide for a device meant for the cleanup of oil spills at sea and along river banks, hardware store data bank, Task Tools data bank (tools used for manual labour), quarterly catalogues and monthly promotions of work tools.

Travel: brochures for travel agents, description and history of travel destinations, newspaper articles related to travel, trip evaluations, documentation required for travel, precautions to be taken prior to travelling, etc.

Biographies: company directors, recently appointed directors and/or managers, etc.

Lectures: minister’s allocution, lecturer’s speech, etc.

Research: relating to Prions (www.prioninstitute.ca), to the arts, etc.

Financial institutions: personal accounts, mortgages, financial accounting, financial computer systems manuals, procedures and processes pertaining to the banking system, etc.

Aircraft carriers: user guide for Air Canada’s Human Resources management system (1999-2000), articles in WestJet’s monthly magazine.

Web sites: vast array of subjects.

New Products such as : Breast pumps, etc.

Medical information: Swine flu, Tuberculosis, hepatitis C, AIDS, Musculoskeletal Injury Awareness, etc.

Insurance: various policies

Health care: various documents related to health care and caregivers

Security manual: Drilling rig, Transportation of Dangerous Goods, Chemical and Chemical Products Industries, etc.

Various Rewards programs, etc. (PS-TRANSLATION, CAMBRIDGE, U.K.)

**Certified translator member of the OTTIAQ**