

# COLETTE J. WINDISH

*A dynamic and creative academic language professional with extensive experience in writing, teaching, copy-editing and translating in a bilingual environment; I combine my love of language with a thoughtful approach to my craft.*

colette.windish@gmail.com | Tél: (514) 431-9544 | Montréal, Québec | LinkedIn@: colette-windish

## PROFESSIONAL SKILLS SUMMARY

- Outstanding oral communication skills in both French and English;
- Exceptional written communication skills, with perfect mastery of grammar and spelling in both French and English;
- In-depth knowledge of different Francophone cultures and linguistic communities;
- Proven experience in translating texts (including multimedia) from English to French and French to English on a wide range of topics;
- Exceptional attention to detail with respect to content, style and formatting;
- Extensive experience in analysis, review and copy-editing of texts in both French and English;
- Excellent organizational and time management skills, with a proven ability to successfully perform on schedule;
- Exceptional ability to analyse complex situations and provide creative solutions;
- Experienced teacher of 60+ language and culture courses.

**Computer Skills:** Word, Excel and PowerPoint; and G suite.

**Languages:** French (native), English (native), Italian (advanced), Spanish (high intermediate).

## TRANSLATING, WRITING AND COPY-EDITING EXPERIENCE

### Translator, Editor, Writer and Presenter

1996 - present

- Translated and copy edited translations (English to French) for grant proposals, and final reports to the Québec Ministry of Education;
- Translated and copy edited (English to French) survey for Canadian teaching professionals;
- Translated and copy edited resumes and writing samples (in French and English) for new immigrants to Québec (*pro bono*);
- Translated 4 academic articles for peer-reviewed presses (French to English);
- Authored 5 peer-reviewed articles published in French-language journals;
- Presented 15+ papers and chaired 5+ panels at international conferences and as an invited speaker in both academic and non-academic settings.

## SELECTED ACHIEVEMENTS

### Member, Planning Team for *Mémorial de la Shoah* exhibits

2013 – 2017

Gulf Coast Center for Holocaust and Human Rights Education | Mobile, Alabama

- Collaborated in organising two major exhibits of the *Mémorial de la Shoah* in Mobile, AL (activities included events, promotion, budget and venues);
- Participated in community outreach to increase visibility and impact of exhibits;
- Gave three presentations (total attendance 400+) on Vichy France and French representations of the Holocaust to promote and accompany the exhibits;
- Developed a film series on “Filming the Camps” (3 films/total attendance 200+).

**Chair, Shared Governance Committee** **2009 – 2017**  
SPRING HILL COLLEGE | Mobile, Alabama

- Initiated and helped implement a campus-wide structural framework for the governance of faculty and staff at Spring Hill College;
- Analysed and interpreted governance data from other institutions;
- Authored several comprehensive reports presented to the President of the College, the Provost, the Board of Trustees and the Faculty Assembly;
- Managed a diverse committee membership and developed successful conflict resolution methods.

**EMPLOYMENT HISTORY**

**Professor of Languages and Literature** **2001 - 2018**  
SPRING HILL COLLEGE | Mobile, Alabama

- *International Studies Coordinator* (2002-2008): wrote brochures and promoted study abroad opportunities to faculty and students; advised 50+ students.
- *Chair of Department of Languages* (2010-2017): coordinated language course offerings, scheduling and study abroad preparation.
- *Interdisciplinary Studies Coordinator* (2011-2017): taught yearly seminar on intercultural communication.

**Visiting Assistant Professor of French** **1999 - 2001**  
SWARTHMORE COLLEGE | Swarthmore, Pennsylvania

**Visiting Assistant Professor of French** **1995 - 1999**  
AMHERST COLLEGE | Amherst, Massachusetts

**PROFESSIONAL MEMBERSHIPS**

**Modern Languages Association** **1994 - present**

**Alliance Française de Mobile, Alabama** **2001 - 2017**

**American Association of Teachers of French** **2005 - 2017**

**EDUCATION**

**Certificate in Translation: English to French Option** **2020 (expected)**  
MCGILL UNIVERSITY

- Coursework in translation, project management and marketing.

**Ph.D. Romance Languages and Literatures**  
PRINCETON UNIVERSITY

**M.A. English Literature and Civilization**  
UNIVERSITÉ DE PARIS III – SORBONNE NOUVELLE

**B.A. English Literature**  
UNIVERSITÉ DE PARIS III – SORBONNE NOUVELLE

