

**Nancy Massé**

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3-121 Fabrique Street, Gatineau, QC, Canada J9J 0V8

Cell: 819-664-8921

[TraductionNM@gmail.com](mailto:TraductionNM@gmail.com)

January 12<sup>th</sup>, 2018

Ms. Gabrielle Fine  
Head of recruitment  
Academic Language Experts

Subject: English to Canadian French Translator

Dear Ms. Fine,

I am writing in reference to the position of English to Canadian French in the field of psychiatry and psychology. I have the pleasure of being acquainted with the teacher at the University of Ottawa, Mr. Jean Quirion, who was contacted by Mr. Avi Stainman to obtain recommendations for the position.

I have been working as a translator who specializes in psychology and medicine for the past five years. I have translated and edited numerous documents on mental health, and I believe this experience has prepared me to perform superior quality work as part of your team.

Moreover, I hold both a BA in Psychology, as well as a BA with Specialization in English-French Translation from the School of Translation and Interpretation at the University of Ottawa. Please note that I am certified with the American Translators Association, and also a member of Editors Canada.

I am a fast and accurate translator, with a keen eye for detail, and my work is always delivered on time or earlier. I am able to take on the responsibility of this position immediately, and have the enthusiasm and determination to ensure that I make a success of it.

Thank you for taking the time to consider this application and I look forward to hearing from you in the near future.

Yours sincerely,

Nancy Massé  
1-819-664-8921

## NANCY MASSÉ

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Cell: 1-819-664-8921

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### PROFILE

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Enthusiastic professional freelance translator, editor and interpreter with a keen desire to strengthen the bilingual mandate of organizations, develop effective communications, and share linguistic knowledge. Provides accurate and culturally appropriate translations. Maintains a high level of professionalism, works effectively under pressure and shows impeccable reliability.

### SUMMARY OF QUALIFICATIONS

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- Proficiency with SDL Trados Studio 2017
- Honours BA with Specialization in English-French Translation – *cum laude*
- BA with a Major in Psychology
- Specialties: psychology, health, environment, community & humanitarian aid
- Member of the American Translators Association (ATA)
- Member of the *Ordre des traducteurs, terminologues et interprètes agréés du Québec* (OTTIAQ) – pending approval
- Member of Editors Canada
- Volunteer work with Translators Without Borders

### WORK EXPERIENCE

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#### FREELANCE TRANSLATOR

2016 – today

##### *Les Traductions Tessier*

- Performed translations (English to French) mainly on issues such as immigration, health, foreign affairs, environment, and agriculture.
- Worked with SDL Trados Studio 2017

#### FREELANCE TRANSLATOR

2013 – today

##### *Traduction Nancy Massé*

- Worked as an interpreter in the medical field
- Performed translations and revisions (English to French, French to English): climate change, social issues, public health, and marketing
- Worked with various types of documents: websites, PowerPoint presentations, blogs, detailed reports, policies, speeches, video subtitles and press releases

#### TRANSLATOR (Intern)

2015

##### *United Way Ottawa*

- Translated, revised and proofread texts on poverty, mental health, addiction, fundraising, immigration and human resources
- Created terminology records and managed databases

**TRANSLATOR & COMMUNICATIONS CONSULTANT**

**2008 – 2013**

*Government of Canada – HRSDC*

- Translated and edited official government documents
- Provided linguistic advice

**EDUCATION**

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**Honours BA with Specialization in English-French Translation, *cum laude***

University of Ottawa

**BA with a Major in Psychology**

University of Ottawa

**General Arts and Science Diploma**

Canadore College

**SKILLS**

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- Knowledge of four languages:
  - ✓ Fluent French and English
  - ✓ Intermediate Spanish
  - ✓ Beginner Arabic
- Proficiency with computer-assisted translation (CAT) tools SDL Trados Studio 2017 and Logiterm, as well as the Microsoft Office suite
- Training in general, specialized and technical translation
- Strong attention to detail and ability to prioritize, sound judgment, dependable work ethic