

## **Curriculum Vitae**

Lisette Martineau-Garcia B.A. B.Ed. Certificate in Professional Translation, University of Toronto  
French Canadian, Freelance Translator  
Owner of: Translations Paris Traductions since 2007  
26 Japonica Crescent, Brantford, Ontario, Canada, N3R 1N6  
Email address: info@tptservices.org <http://www.tptservices.org>  
Telephone: 1-519-753-2490 Fax: 1-519-753-9332

## **Source language to target language:**

English to French / Rate Information to be discussed.  
Hardware, software and translation tools availability  
SDL Trados 2019; Printer, PC, Scanner, Fax, Acrobat 9; Microsoft Word,  
Word Perfect 10, Star Office, Adobe, Antidote, USB microphone, Audacity.

## **Areas of specialization**

Company By-laws, Policies: Health & Safety, Behavioural; websites, etc.  
Toy Drones, Helicopters, Quadricopters – Instruction Manuals, Warranties, Disclaimers  
Voice recording of French translation for Audio Guides, The Bata Shoe Museum, Toronto  
PPT Presentations, e-courses, Business Training Courses, Education Retail  
(Instruction manuals, Excel files, Product descriptions, etc.)  
Workplace Hazardous Materials Information Sheets (WHMIS), General Healthcare  
Workforce Planning/Immigration  
Manuals for software packages, e-courses, IT, Computer Strings  
Energy Efficiency/Evaluations/Capital Plans  
Alternate Power Production (general),  
Insurance, Marketing Plumbing,  
Health and safety for workers, manufacturing, information technology,  
documentary videos/CD; Arts, drama/theatre, media, visual arts,

## **Recent Translations and Review**

- Translation and Voice recording of Audio Guides for The Bata Shoe Museum in Toronto, Canada
- Children's Books (three authors)
- Dentistry, new product; Denturists' documents, advertising
- Women's World Banking Network (Tanzania, Nigeria) (internal correspondence, reports)
- User Manual for software Falcon, Viasonix for peripheral vascular examinations.
- Workforce studies in Business requirements for local businesses including  
Immigration Workforce's skills and their benefits to communities
- Statistical provincial reports for local workforce and surrounding area
- Capital Plans, PowerPoint presentations on Energy Efficiency for municipal buildings
- Plumbing manuals, catalogs, product description
- Environmentally friendly products (description of ingredients)
- Conference materials
- Reviewing Endorsements/Software Manuals & Localisation for Insurance Industry
- Software Manual for Surveillance Cameras, Federal Government
- Provincial examination for Private Investigators
- Documentation for Symposium Pro-Bono lawyers
- Career Healthcare Guide, Grand Erie Training and Adjustment Board
- Canadian Manual for Software – Telecommunications/listlogix,-Translation of e-courses for Insurance Adjusters

- Technical Manuals & proof reading.
- CDs/Videos, text- slideshows – some subtitling.

### **Educational background**

University of Toronto 2007 Certificate in Professional Translation  
University of Toronto 1976 Bachelor of Education  
University of Toronto 1975 Bachelor of Arts  
University of Ottawa 1970 Certificate in Theatre Other  
-Specialists in French, Dramatic Arts and Media  
Obtained Principal qualifications.  
-24 credits in Police Studies at Seneca College, -Certificate,  
Paralegal Training Program, Ontario, 1997.  
-3 Insurance courses with Insurance Institute Ontario,

### **Current Associations**

Member Cambridge Chamber of Commerce  
Member of the Chamber of Commerce Brantford, Brant  
Master Member Translator's Café  
Member Proz  
Ontario College of Teachers (past member)  
OSSTF

### **Other work experience**

Translations Paris Traductions, 2007, Owner/Operator  
Instructor, Nipissing University, Faculty of Education, Summer 2006,  
Part 2 of the FSL (French Second Language) Specialist Programme  
Principal at Wabaseemoong School, Whitedog, Ontario  
Principal, Canada Shandong Donghai School, China  
Toronto District School Board, Head of Department, Teacher

### **Additional information**

Received awards as an Auxiliary Police Officer, 1996-1999;  
Achieved rank of Auxiliary Staff Sergeant.  
Other Volunteer Positions:  
Probation & Parole Officer with Ministry of Community and Correctional Service,  
Guelph & Brantford;  
Other interests include curling, swimming, sewing, reading & involvement as a  
volunteer with local charities' events (Cancer, MS, Heart & Strokes).